Corporate Waste Tracking

safety-kleen®

November 17, 2000

Mr. John P. Steketee
Associate Regional Counsel
U.S. EPA, Region V
77 West Jackson Boulevard (C-14J)
Chicago, Illinois 60604

Dear Mr. Steketee:

As we promised in our meeting of Tuesday, November 14, 2000, I am enclosing a copy of the training/operating manual for the waste tracking system we are installing at our Dolton Recycle Center. We continue to be in the "beta-test" phase of the installation and are fine tuning the system to the specific requirements of the Dolton facility. I hope to have a schedule to you in the near future as to when the system will be fully operational. If there are any question I can answer for you in the meantime, please do not hesitate to contact me. I can be reached at (803) 933-6431 or by email at Skuhn@Safety-Kleen.com.

Sincerely,

Scott Kuhn
Vice President
Corporate Environmental Compliance

cc: Bruce White Karaganis and White
Phil Retallick Safety-Kleen
Tim Keegan Safety-Kleen
Craig Lackey Safety-Kleen

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INBOUND

Inbound Step by Step

"Branch" Load in CWT (Waste from other CWT rolled out sites)

Traffic Clerk:

1. The truck backs into the dock. The Manifests and all corresponding paperwork are brought up to the Manifest Clerk for review and sorting.
2. The Clerk takes paperwork, sorts it in Manifest Tracking number order, and then goes to the **HZAM** screen.
   a) Key the Load number or IOD number and press "Enter". The containers that have been logged out will display on the screen. If nothing displays - nothing has been logged out and you should contact the sending facility and tell them to do their logout.
   b) Verify the status of the Load - "In-Transit" is what you want to see in the top, right corner of the screen. If a status other than "In-Transit" shows (Logout Strt, Staged, Not CWT), work will need to be done to get this load in the proper status before continuing. Again - contact the sending facility and ask them to complete their logout.
   c) Verify the total number of containers that have been logged out with the total number of containers you have showing on the manifests in front of you (add up the manifests). If the counts do not match, additional containers may need to be added to the load, or containers may need to be removed. STOP! You should contact the sending facility to help make the necessary corrections.
   d) Page through (PF8) the load and visually verify the manifest tracking numbers. Make sure you have paperwork for all of the manifests that are displayed. At the same time, make a determination as to the outbound approval code that you will be assigning. Use the attached profile for reference or the waste description on the manifest (if not profiled waste).
   e) When everything is ok and the load is in "In-Transit" then, notify the warehouse that scanning the containers to log in can begin. Make you that you tell the inbound load number and the IOD number.

Warehouse:

1 While unloading the inbound truck or the waste is temporarily stored on the inbound dock the warehouse will need to scan the containers in order to log them in.
2 With the RF scanners on go to the Log Menu and activate the **HZA1** screen for container login.
3 Enter either the inbound load number or the IOD# in order to bring up that load in the system.
   a) If you key this information and the scanner does not bring up the load information then either the load is not "In-Transit" or there is a data problem. Make sure that you have the correct load number and then try again.
4 Start scanning in containers / groups into the designated storage location.
   a) When logging in groups such as pallets please verify the group total to the total on the scanner. In other words make sure that the physical count matches the computer count.
5 Should you come across a container label that does not scan (log in) then mark the container so that you can find and place the proper label on it when the traffic office prints it for you.
6 Inform the traffic office of any discrepancies that you may find.
7 Once scanning in of the load is complete one designated person will press F6 to confirm the scanning is complete.

Traffic Clerk:

1 When the warehouse has completed scanning the containers into the system they will inform you when they are finished and any discrepancies that may exist.
2 In order to verify that the warehouse did not miss any containers go to **HZAQ** - key the Load number and press "Enter".

3 If any containers had been missed or if they had invalid labels they will show up on screen. Make a screen print or write down all the container numbers for re-labeling purposes.
4 If any containers show up you will need to complete the log in. Tab down and enter the Receipt Date and the correct storage location.
   a) All waste will be logged into a designated storage location and then the warehouse will move the containers into the correct physical location using the scanners.
   b) When complete - press "Enter". Message returned will be "XX number of containers logged in". Press (PF18) to go to HZAO - Log-In Tracking Document Entry.
5 In **HZAO** - key the Load number (if it didn't carry forward). At the function field type in a 'C' and press "Enter".
   a) Complete the Transporter date, Transporter Plate number and the TSD date at the top.
   b) Tab down and key an "A" next to each Manifest Tracking number. "PF8" to page forward until all documents have been acknowledged, then press "Enter".
6 When all the documents have been acknowledged, the load will go into a "Pending" status, and after a few moments, press "Enter" again and the load will go to a "Received" status. At that time, the information will drop to the RCWT server.
7 After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number called up change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the sample label printer immediately (so make sure it is loaded with the sample labels).
   b) This will automatically create labels and sample numbers for each lot.
8 Print any container labels needed using screen **MA55.**
9 After the load is dropped in RCWT the Clerk will print the go to **WTBC** in the client and print the Inbound Load Sheet #20.
   a) When viewing the ILS if any DOT descriptions display as an "N/A" then go to screen **WT04** and add the SKDOT to your local server. Make sure that you backdate the date you key into this screen. Then reprint the ILS.
   b) Review all Non-Haz waste for needed sampling. If the waste requires a sample make sure that a sample label has printed for the lot.
      i) If no label has printed go to screen **WT0K** in the client and print the label using the lot number.
   c) If the Non-Haz doe not need to be sampled go to screen **WT0O** and place the correct dispo on the containers.
   d) Send 1 copy of the ILS and all labels to the warehouse.
      i) Do not send sample labels for waste that does not need to be sampled.

Warehouse:

1 Mark the containers with appropriate lot numbers. Open containers and pull samples following the facility sampling procedures.
2 The containers will be scanned and container data entered in **WTAN** on the handheld.
   a) Key in the container size, physical characteristics, actual weight and comments as needed.
3 After sampling, affix sample labels to the sample jars.
4 Go to screen **WTAS** and associate the sample number on the jar to the container number/s on that lot.
   a) Write the lot number on top of the sample jar.
   b) Remember the "20" rule. If there are more than 20 containers on the lot you will have more that one sample number. Scan each of the first 20 container numbers to the first sample number. Repeat this for every group of 20, each group being associated to a different sample number for the lot. Once you get to a group of less than 20 you can scan one of those containers to the last sample number and press F9.
5 Take the samples and ILS sheets to the lab for analysis and scan them into the lab. (Make sure you bring a scanner with you.) This is done using a designated lab number (bar-coded) that is affixed in the lab. Use screen, **WTAU** do this.
   a) Note the COC # (Chain of Custody) and give it to the Lab Tech to print a chain of custody document.

b) Sign the chain of custody document before leaving the lab.

6 Then move the drums to their proper storage locations.

7 When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen **HZAP** –Group/Move.

a) Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1 When the warehouse scans the samples into the lab the system will produce a COC# (Chain of Custody). Use this number to go to screen **WTBC** in the client and print report #7.

a) Make sure that you and the material handler sign the document.

2 When you receive the sample jars, ILS #20, Sample Analysis Sheets and Comment Report from the warehouse you can begin testing.

3 Complete necessary testing.

a) Place test results in screen **WT0M**

4 When results are compiled, open the Client and go to **WT0O** or, screen **WTBZ** for composites

a) In WT0O key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key in the designated lab disposition in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.

b) In WTBZ key the Composite number and press "Enter". Change Function to "C" and press "Enter". Key in the designated lab disposition in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the composite.

5 For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.

a) The lot number you were working on is populated into the comment screen.

b) At the function field type 'A'dd.

i) Choose the type of comment you are entering. 'I'nformational and press ENTER.

ii) Type the information pertaining to why the sample failed and press ENTER.

c) Press F2 to return to the WT0O screen and continue entering sample dispositions.

Inbound Step by Step

"Branch" Load in RCWT (Waste from other CWT rolled out sites)

Inbound Routers:

1. The truck backs into the dock. The Manifests and all corresponding paperwork is brought up to the Inbound Router.
2. The Inbound Router takes paperwork, sorts it in Manifest Tracking number order, and then goes to the [redacted] screen.
   a) Key the Load number or IOD number and press "Enter". The containers that have been logged out will display on the screen. If nothing displays - nothing has been logged out and you should contact the sending facility and tell them to do their logout.
   b) Verify the status of the Load - "In-Transit" is what you want to see in the top, right corner of the screen. If a status other than "In-Transit" shows (Logout Strt, Staged, Not CWT), work will need to be done to get this load in the proper status before continuing. Again - contact the sending facility and ask them to complete their logout.
   c) Verify the total number of containers that have been logged out with the total number of containers you have showing on the manifests in front of you (add up the manifests). If the counts do not match, additional containers may need to be added to the load, or containers may need to be removed. STOP! You should contact the sending facility to help make the necessary corrections.
   d) Page thru (PF8) the load and visually verify the manifest tracking numbers. Make sure you have paperwork for all of the manifests that are displayed. At the same time, make a determination as to the outbound approval code that you will be assigning. Use the attached prequal for reference, or the waste description on the manifest (if not prequalled waste).
   e) When everything is ok and the load is in "In-Transit" - press "Home" and go to HZAQ - Container Log in.
3. In [redacted] - key the Load number and press "Enter". Tab down and enter the Receipt Date and the correct storage location.
   a) All waste will be logged into a specific temporary staging location and then the warehouse will move the containers into the correct physical location using the scanners.
   b) When complete - press "Enter". Message returned will be "XX number of containers logged in". Press (PF18) to go to HZAO - Log In Tracking Document Entry.
4. In [redacted] - key the Load number (if it didn't carry forward). At the function field type in a 'C' and press "Enter".
   a) Complete the Transporter date, Transporter Plate number and the TSD date at the top.
   b) Tab down and key an "A" next to each Manifest Tracking number. "PF8" to page forward until all documents have been acknowledged, then press "Enter".
5. When all the documents have been acknowledged, the load will go into a "Pending" status, and after a few moments, press "Enter" again and the load will go to a "Received" status. At that time, the information will drop to the RCWT server.
6. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In HZB2 (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well) The system will display all approved facilities that are on the Safety-Kleen Corp. profile for the selected containers.
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the Approved Facility number and the Outbound

Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.

- If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container. (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)

b) In WT0O (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.

c) To add waste codes to an Outbound Approval - go to TS42 and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 5a).

7. After all approval codes have been attached, go to **WTBC**, in the Client, and print 1 copy of the Inbound Load Sheet (#20 in WTBC).
8. The Routers will go to **WTCE** (client screen)
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
9. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
10. Then reprint the Inbound Load Sheet (using #20) .
11. The Inbound Load sheet and Sample labels are then sent to the Dock as a notice to begin sampling.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, chalk the weight on the container, and move the container to the correct pallet.
2. The containers will be scanned and container data entered in **WTAN** on the handheld.
3. The sample jars are placed on top of the container to be sampled.
4. Sample the containers.
5. After sampling, the sample jars get sent back to the Lab, and the drums are physically move to their proper storage locations.
6. When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen **HZAP** –Group/Move.

a. Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1. Wipe down the sample jars and affix the sample labels - match the container number on the sample label with the container number on the top of the jar.
2. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the **Sample Analysis sheet (option # 16)**. This will be released out in the RJE spooler and can be printed when you are ready.
3. Complete necessary testing.
4. To view constituents go to screen **TS4O**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
5. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
      - Press F2 to return to the WT0O screen and continue entering sample dispositions.
   c) Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the **WTBC screen (Option 19)** if any lot has a container with a failed disposition.
6. If individual test results need to be entered for a Sample number, they can be entered in WT0M.
7. If containers that have been marked "Fail" have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P".

Inbound Step by Step

"First Receipt" Loads in RCWT (Waste with BAP generated documents)

Manifest Clerk:

1. Customer service will need to generate a Sales-Doc (M-doc, Preprint) in BAP at the time the appointment with the customer is made. This Sales-Doc number and the customer information will be forwarded to the Scheduler to complete the Manifest and Labels needed for the pickup.
2. The Scheduler will create the necessary manifests, labels, prequals, and LDR's in the On-Demand manifest system. This pack of information, along with the M-Doc will serve as the Rep's pickup packet.
3. When the waste is received on site, the manifests will be given to the Manifest Clerk for verification, along with a pre-count of the drums physically received.
4. The Manifest Clerk will verify that the manifests are coded with the proper information. If information is missing, the proper information must be researched and added to the manifest before container activation can occur. (i.e. SKDOT #) The Manifest Clerk can create the proper SKDOT # by using MA7H.
5. To create an SKDOT go to screen **MA7H**.
   a) Key in the UN/NA number; Hazard Class; Packing Group, if it's an RQ and if it's waste then press ENTER. The system will return information for you to edit. Once complete press ENTER and the system will return a new SKDOT number for you to use.
6. The Manifest Clerk begins in **HZ06**
   a) Using the Sales-Doc number, the Customer number, the Pick up date, Receipt date, Vehicle number, and the number of drums picked up. Press "Enter".
   b) The system will display all the containers that have been activated (during on-demand) for this customer. The Manifest Clerk will enter container data and activate the correct container numbers (visual comparison to the container numbers indicated on the paperwork and the Manifest Tracking number attached to the container). All containers will be logged into a specific temporary staging location. The warehouse will move the containers into the correct physical location using the scanners. When all the containers for the manifest have been activated, press "Enter". The system will take you through the Manifest Entry screens (MA4R) to verify and complete any data missing. Each manifest must be done individually.
   c) When complete send all paperwork for the load to the inbound router.

Inbound Routers:

1. When all the containers for all the manifests have been activated, the Router will go to the **HZAM** screen and request a Load number.
   a) Attach the containers that have been activated to the Load number by keying the Manifest Tracking number in the MFST TRK field and pressing "Enter". The containers that you activated, attached to that tracking number will appear. Tab back and change the F-SW to "E" and press "Enter". All the containers will be attached to the Load number.
      - If it is necessary to print container labels, you can go to MA55 and, by the Load number, request the container labels. They will print thru RJE in 15 minute sweeps.

b) After all the containers have been attached, change the Function to "T" and press Enter. The system will ask you if you want to transfer the data to RCWT, respond "Y"es and press "Enter" again. The data will drop down to the RCWT server.

2. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)

   b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.
   c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 8a).

3. The Router will then open the Client and go to screen **WTBC** and print the Inbound Load Sheet (#20)
4. The Routers will go to **WTGE** (client screen)
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
5. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
6. Then reprint the Inbound Load Sheet (using #20 this).
7. The Inbound Load sheet and Sample labels are then sent to the Dock as a notice to begin sampling.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, chalk the weight on the container, and move the container to the correct pallet.
2. The containers will be scanned and container data entered in WTSS on the handheld.
3. The sample jars are placed on top of the container to be sampled.
4. Sample the containers.
5. After sampling, the sample jars get sent back to the Lab, and the drums are physically move to their proper storage locations.
6. When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen HZAP –Group/Move.
   a) Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1. Wipe down the sample jars and affix the sample labels - match the container number on the sample label with the container number on the top of the jar.
2. Go to the mainframe screen HZAW for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the Sample Analysis sheet (option #16). This will be released out in the RJE spooler and can be printed when you are ready.
3. Complete necessary testing.
4. To view constituents go to screen TS4O.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
5. When results are compiled, open the Client and go to WT0O.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen WTBJ – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
      - Press F2 to return to the WT0O screen and continue entering sample dispositions.
   c) Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the WTBC screen (Option 19) if any lot has a container with a failed disposition.
6. If individual test results need to be entered for a Sample number, they can be entered in WT0M.
7. If containers that have been marked "Fail" have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P".

Inbound Step by Step

"T-Doc" Loads in RCWT (Waste without BAP generated documents)

Manifest Clerk:

1. Look at the paperwork that you have received and determine if SKDOT number(s) and Manifest Tracking number(s) need to be created. If either are not printed or written on the manifest that you have received, then they will need to be created in BAP/CWT prior to logging in.
2. First, you must search in TS3I, by customer name, to locate the correct Customer number to be used.
   a) Key in the customer name, city, state and country. The system will return a list of customer numbers. Determine which is the number to be used.
3. If the manifest that you receive does not have SKDOT number(s) associated to the waste descriptions, then SKDOT numbers will need to be created in MA7H.
4. To create an SKDOT go to screen MA7H.
   a) Key in the UN/NA number; Hazard Class; Packing Group, if it's an RQ and if it's waste then press ENTER. The system will return information for you to edit. Once complete press ENTER and the system will return a new SKDOT number for you to use.
5. If the manifest that you receive with the load is hand typed and has no Manifest Tracking number attached to it, you will have to create a Manifest Tracking number. This can be done in either MA4R or MA4T.
   a) Go to MA4R and key an "A" in the Function and press "Enter". The system will open up the lines for you to key the data from the manifest in front of you into the system. When page 1 has been completed, press "Enter" and the system will take you to page 2 to complete the line item data on the manifest. If more than 4 lines are written on the manifest, use PF19 to go to the additional line item screen and complete all the line items on the manifest. When you are finished, the system will return a Manifest Tracking number to you. Write it on the manifest in front of you. Each manifest must have it's own Manifest Tracking number.

      OR

   b) Go to MA4T and key in the EPA ID number for the generator listed on the manifest. Also key in the country the manifest was generated in. The system will return a Manifest Tracking number to you. Write it on the manifest in front of you. You will the either have to key in the manifest data in MDE (MA4R) now or after you have created containers in HZ06. Each manifest must have it's own Manifest Tracking number.
6. After the manifest has been entered in Manifest Data Entry (screen MA4R), you then want to create the container numbers. Go to HZ06 and key a "T" and the five digit manifest number in the document field, the customer number, the pickup and received dates, and the vehicle, then press "Enter".
   a) The container area will open. Use PF24 to create a container number.
   b) Key all of the data, all containers will be logged into a specific temporary staging location. Then press PF24 again and create the number of containers that are needed.
   c) The warehouse will move the containers into the correct physical location using the scanners. When all the containers for the manifest have been activated, press "Enter". The system will take you through the Manifest Entry screens to verify and complete any data missing. Each manifest must be done individually.

Inbound Routers:

1. When all the containers for all the manifests have been activated, go to the **HZAM** screen and request a Load number.
   a) Attach the containers that have been activated to the Load number by keying the Manifest Tracking number in the MFST TRK field and pressing "Enter". The containers that you activated, attached to that tracking number will appear. Tab back and change the F-SW to "E" and press "Enter". All the containers will be attached to the Load number.
      - If it is necessary to print container labels, you can go to MA55 and, by the Load number, request the container labels. They will print thru RJE in 15 minute sweeps.
2. After all the containers have been attached, change the Function to "T" and press Enter. The system will ask you if you want to transfer the data to RCWT, respond "Y"es and press "Enter" again. The data will drop down to the RCWT server
3. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)
   b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.
   c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 8a).
4. The Router will then open the Client and go to screen **WTBC** and print the Inbound Load Sheet (#20)
5. The Routers will go to **WTCE** (client screen)
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.

6. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
7. Then reprint the Inbound Load Sheet (using #20).
8. The Inbound Load sheet and Sample labels are then sent to the Dock as a notice to begin sampling.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, chalk the weight on the container, and move the container to the correct pallet.
2. The containers will be scanned and container data entered in **WTAN** on the handheld.
3. The sample jars are placed on top of the container to be sampled.
4. Sample the containers.
5. After sampling, the sample jars get sent back to the Lab, and the drums are physically move to their proper storage locations.
6. When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen **HZAE** –Group/Move.
   a) Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1. Wipe down the sample jars and affix the sample labels - match the container number on the sample label with the container number on the top of the jar.
2. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the Sample Analysis Sheet (option #16). This will be released out in the RJE spooler and can be printed when you are ready.
3. Complete necessary testing.
4. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
5. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.

- Press F2 to return to the WT0O screen and continue entering sample dispositions.

c) Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the [redacted] if any lot has a container with a failed disposition.

6. If individual test results need to be entered for a Sample number, they can be entered in WT0M.
7. If containers that have been marked "Fail" have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P".

Inbound Step by Step

"Branch" Load in RCWT (Waste from other CWT rolled out sites)

Inbound Routers:

1. The truck backs into the dock. The Manifests and all corresponding paperwork is brought up to the Inbound Router.
2. The Inbound Router takes paperwork, sorts it in Manifest Tracking number order, and then goes to the **HZAM** screen.
   a) Key the Load number or IOD number and press "Enter". The containers that have been logged out will display on the screen. If nothing displays - nothing has been logged out and you should contact the sending facility and tell them to do their logout.
   b) Verify the status of the Load - "In-Transit" is what you want to see in the top, right corner of the screen. If a status other than "In-Transit" shows (Logout Strt, Staged, Not CWT), work will need to be done to get this load in the proper status before continuing. Again - contact the sending facility and ask them to complete their logout.
   c) Verify the total number of containers that have been logged out with the total number of containers you have showing on the manifests in front of you (add up the manifests). If the counts do not match, additional containers may need to be added to the load, or containers may need to be removed. STOP! You should contact the sending facility to help make the necessary corrections.
   d) Page thru (PF8) the load and visually verify the manifest tracking numbers. Make sure you have paperwork for all of the manifests that are displayed. At the same time, make a determination as to the outbound approval code that you will be assigning. Use the attached prequal for reference, or the waste description on the manifest (if not prequalled waste).
   e) When everything is ok and the load is in "In-Transit" - press "Home" and go to HZAQ - Container Log in.
3. In **HZAQ** - key the Load number and press "Enter". Tab down and enter the Receipt Date and the correct storage location.
   a) All waste will be logged into a single location 'DOCK01' and then the warehouse will move the containers into the correct physical location using the scanners.
   b) When complete - press "Enter". Message returned will be "XX number of containers logged in". Press (PF18) to go to HZAO - Log In Tracking Document Entry.
4. In **HZAQ** - key the Load number (if it didn't carry forward). At the function field type in a 'C' and press "Enter".
   a) Complete the Transporter date, Transporter Plate number and the TSD date at the top.
   b) Tab down and key an "A" next to each Manifest Tracking number. "PF8" to page forward until all documents have been acknowledged, then press "Enter".
5. When all the documents have been acknowledged, the load will go into a "Pending" status, and after a few moments, press "Enter" again and the load will go to a "Received" status. At that time, the information will drop to the RCWT server.
6. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well) The system will display all approved facilities that are on the Safety-Kleen Corp. profile for the selected containers.
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the Approved Facility number and the Outbound

Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.

- If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container. (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)

b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.

c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 5a).

7. After all approval codes have been attached, go to **WTBC**, in the Client, and print 1 copy of the Inbound Load Sheet (#1 in WTBC).
8. The Routers will go to **WTCE** (client screen)
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
9. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
10. Then reprint the Inbound Load Sheet (using #20 this time) .
11. The Inbound Load sheet and Sample labels are then sent to the Lab.

Lab:

1. Lab personnel will mark the sample jars on the tops (with a combination of the lot # and the container number) and then forward the Inbound Load sheet and the sample jars to the warehouse. They will keep the Sample labels and in the Lab.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, chalk the weight on the container, and move the container to the correct pallet.
2. The containers will be scanned and container data entered in **WTAN** on the handheld.
3. The sample jars are placed on top of the container to be sampled.
4. Sample the containers.
5. After sampling, the sample jars get sent back to the Lab, and the drums are physically move to their proper storage locations.
6. When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen **HZAP** –Group/Move.
   a. Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1. Wipe down the sample jars and affix the sample labels - match the container number on the sample label with the container number on the top of the jar.
2. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the **Sample Analysis sheet (option #18)**. This will be released out in the RJE spooler and can be printed when you are ready.
3. Complete necessary testing.
4. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
5. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
      - Press F2 to return to the WT0O screen and continue entering sample dispositions.
   c) Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the **WTBC** screen (Option 19) if any lot has a container with a failed disposition.
6. If individual test results need to be entered for a Sample number, they can be entered in WT0M.
7. If containers that have been marked "Fail" have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P".

Inbound Step by Step

"First Receipt" Loads in RCWT (Waste with BAP generated documents)

Manifest Clerk:

1. Customer service will need to generate a Sales-Doc (M-doc, Preprint) in BAP at the time the appointment with the customer is made. This Sales-Doc number and the customer information will be forwarded to the Scheduler to complete the Manifest and Labels needed for the pickup.
2. The Scheduler will create the necessary manifests, labels, prequals, and LDR's in the On-Demand manifest system. This pack of information, along with the M-Doc will serve as the Rep's pickup packet.
3. When the waste is received on site, the manifests will be given to the Manifest Clerk for verification, along with a pre-count of the drums physically received.
4. The Manifest Clerk will verify that the manifests are coded with the proper information. If information is missing, the proper information must be researched and added to the manifest before container activation can occur. (i.e. SKDOT #) The Manifest Clerk can create the proper SKDOT # by using MA7H.
5. To create an SKDOT go to screen **MA7H**.
   a) Key in the UN/NA number; Hazard Class; Packing Group, if it's an RQ and if it's waste then press ENTER. The system will return information for you to edit. Once complete press ENTER and the system will return a new SKDOT number for you to use.
6. The Manifest Clerk begins in **HZ06**
   a) Using the Sales-Doc number, the Customer number, the Pick up date, Receipt date, Vehicle number, and the number of drums picked up. Press "Enter".
   b) The system will display all the containers that have been activated (during on-demand) for this customer. The Manifest Clerk will enter container data and activate the correct container numbers (visual comparison to the container numbers indicated on the paperwork and the Manifest Tracking number attached to the container). All containers will be logged into the same storage location 'DOCK01'. The warehouse will move the containers into the correct physical location using the scanners. When all the containers for the manifest have been activated, press "Enter". The system will take you through the Manifest Entry screens (MA4R) to verify and complete any data missing. Each manifest must be done individually.
   c) When complete send all paperwork for the load to the inbound router.

Inbound Routers:

1. When all the containers for all the manifests have been activated, the Router will go to the **HZAM** screen and request a Load number.
   a) Attach the containers that have been activated to the Load number by keying the Manifest Tracking number in the MFST TRK field and pressing "Enter". The containers that you activated, attached to that tracking number will appear. Tab back and change the F-SW to "E" and press "Enter". All the containers will be attached to the Load number.
      - If it is necessary to print container labels, you can go to MA55 and, by the Load number, request the container labels. They will print thru RJE in 15 minute sweeps.
   b) After all the containers have been attached, change the Function to "T" and press Enter. The system will ask you if you want to transfer the data to RCWT, respond "Y"es and press "Enter" again. The data will drop down to the RCWT server.

2. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)

   b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.

   c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 8a).
3. The Router will then open the Client and go to screen **WTBC** and print the Inbound Load Sheet (#1)
4. The Routers will go to **WTCE** (client screen)
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
5. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
6. Then reprint the Inbound Load Sheet (using #20 this time).
7. The Inbound Load sheet and Sample labels are then sent to the Lab.

Lab:

1. Lab personnel will mark the sample jars on the tops (with a combination of the lot # and the container number) and then forward the Inbound Load sheet and the sample jars to the warehouse. They will keep the Sample labels and the Sample Analysis Sheets in the Lab.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, chalk the weight on the container, and move the container to the correct pallet.
2. The containers will be scanned and container data entered in **WTAN** on the handheld.
3. The sample jars are placed on top of the container to be sampled.
4. Sample the containers.
5. After sampling, the sample jars get sent back to the Lab. and the drums are physically move to their proper storage locations.
6. When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen **HZAP** –Group/Move.
   a) Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1. Wipe down the sample jars and affix the sample labels - match the container number on the sample label with the container number on the top of the jar.
2. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the **Sample Analysis sheet (option #18)**. This will be released out in the RJE spooler and can be printed when you are ready.
3. Complete necessary testing.
4. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
5. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen

- At the function field type 'A'dd.
- Choose the type of comment you are entering. 'I'nformational and press ENTER.
- Type the information pertaining to why the sample failed and press ENTER.
- Press F2 to return to the WT0O screen and continue entering sample dispositions.

c) Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the **WTBC screen (Option 19)** if any lot has a container with a failed disposition.

6. If individual test results need to be entered for a Sample number, they can be entered in WT0M.
7. If containers that have been marked "Fail" have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P".

Inbound Step by Step

"T-Doc" Loads in RCWT (Waste without BAP generated documents)

Manifest Clerk:

1. Look at the paperwork that you have received and determine if SKDOT number(s) and Manifest Tracking number(s) need to be created. If either are not printed or written on the manifest that you have received, then they will need to be created in BAP/CWT prior to logging in.
2. First, you must search in **TS3I**, by customer name, to locate the correct Customer number to be used.
   a) Key in the customer name, city, state and country. The system will return a list of customer numbers. Determine which is the number to be used.
3. If the manifest that you receive does not have SKDOT number(s) associated to the waste descriptions, then SKDOT numbers will need to be created in MA7H.
4. To create an SKDOT go to screen **MA7H**.
   a) Key in the UN/NA number; Hazard Class; Packing Group, if it's an RQ and if it's waste then press ENTER. The system will return information for you to edit. Once complete press ENTER and the system will return a new SKDOT number for you to use.
5. If the manifest that you receive with the load is hand typed and has no Manifest Tracking number attached to it, you will have to create a Manifest Tracking number. This can be done in either MA4R or MA4T.
   a) Go to **MA4R** and key an "A" in the Function and press "Enter". The system will open up the lines for you to key the data from the manifest in front of you into the system. When page 1 has been completed, press "Enter" and the system will take you to page 2 to complete the line item data on the manifest. If more than 4 lines are written on the manifest, use PF19 to go to the additional line item screen and complete all the line items on the manifest. When you are finished, the system will return a Manifest Tracking number to you. Write it on the manifest in front of you. Each manifest must have it's own Manifest Tracking number.

      OR

   b) Go to **MA4T** and key in the EPA ID number for the generator listed on the manifest. Also key in the country the manifest was generated in. The system will return a Manifest Tracking number to you. Write it on the manifest in front of you. You will the either have to key in the manifest data in MDE (MA4R) now or after you have created containers in HZ06. Each manifest must have it's own Manifest Tracking number.
6. After the manifest has been entered in Manifest Data Entry (screen MA4R), you then want to create the container numbers. Go to **HZ06** and key a "T" and the five digit manifest number in the document field, the customer number, the pickup and received dates, and the vehicle, then press "Enter".
   a) The container area will open. Use PF24 to create a container number.
   b) Key all of the data, all containers will be logged into the same storage location 'DOCK01'. Then press PF24 again and create the number of containers that are needed.
   c) The warehouse will move the containers into the correct physical location using the scanners. When all the containers for the manifest have been activated, press "Enter". The system will take you through the Manifest Entry screens to verify and complete any data missing. Each manifest must be done individually.

Inbound Routers:

1. When all the containers for all the manifests have been activated, go to the **HZAM** screen and request a Load number.
   a) Attach the containers that have been activated to the Load number by keying the Manifest Tracking number in the MFST TRK field and pressing "Enter". The containers that you activated, attached to that tracking number will appear. Tab back and change the F-SW to "E" and press "Enter". All the containers will be attached to the Load number.
      - If it is necessary to print container labels, you can go to MA55 and, by the Load number, request the container labels. They will print thru RJE in 15 minute sweeps.
2. After all the containers have been attached, change the Function to "T" and press Enter. The system will ask you if you want to transfer the data to RCWT, respond "Y"es and press "Enter" again. The data will drop down to the RCWT server
3. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)
   b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.
   c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 8a).
4. The Router will then open the Client and go to screen **WTBC** and print the Inbound Load Sheet (#1)
5. The Routers will go to **WTCE** (client screen)
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container

numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.

5. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
6. Then reprint the Inbound Load Sheet (using #20 this time).
7. The Inbound Load sheet and Sample labels are then sent to the Lab.

Lab:

1. Lab personnel will mark the sample jars on the tops (with a combination of the lot # and the container number) and then forward the Inbound Load sheet and the sample jars to the warehouse. They will keep the Sample labels and the Sample Analysis Sheets in the Lab.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, chalk the weight on the container, and move the container to the correct pallet.
2. The containers will be scanned and container data entered in **WTAN** on the handheld.
3. The sample jars are placed on top of the container to be sampled.
4. Sample the containers.
5. After sampling, the sample jars get sent back to the Lab, and the drums are physically move to their proper storage locations.
6. When moving the containers to the correct location the dock personnel will use the scanners to move the containers within CWT. This is done in screen **HZAP** –Group/Move.
   a) Once in this screen change the Function to "M". Tab down to the "SL" field and key in the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

Lab:

1. Wipe down the sample jars and affix the sample labels - match the container number on the sample label with the container number on the top of the jar.
2. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the **Sample Analysis sheet (option #18)**. This will be released out in the RJE spooler and can be printed when you are ready.
3. Complete necessary testing.
4. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
5. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter".

The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.

b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
   - The lot number you were working on is populated into the comment screen.
   - At the function field type 'A'dd.
   - Choose the type of comment you are entering. 'I'nformational and press ENTER.
   - Type the information pertaining to why the sample failed and press ENTER.
   - Press F2 to return to the WT0O screen and continue entering sample dispositions.

c) Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the **WTBC** screen (Option 19) if any lot has a container with a failed disposition.

6. If individual test results need to be entered for a Sample number, they can be entered in WT0M.
7. If containers that have been marked "Fail" have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P".

Inbound Step by Step

"Branch" Load in RCWT (Waste from other CWT rolled out sites)

Inbound Clerks:

1. The truck backs into the dock. The manifests and all corresponding paperwork is bundled together by the truckload by Warehouse Supervisor / Lead and brought up to the Lead Manifest clerk (Kathyrn) who will review and distribute to appropriate clerks for logging.
2. The Manifest clerks takes paperwork, sorts it in Manifest Tracking number order, and then goes to the **HZAM** screen.
   a) Key the Load number or IOD number and press "Enter". The containers that have been logged out will display on the screen. If nothing displays - nothing has been logged out and you should contact the sending facility and tell them to do their logout.
   b) Verify the status of the Load - "In-Transit" is what you want to see in the top, right corner of the screen. If a status other than "In-Transit" shows (Logout Strt, Staged, Not CWT), work will need to be done to get this load in the proper status before continuing. Again - contact the sending facility and ask them to complete their logout.
   c) Verify the total number of containers that have been logged out with the total number of containers you have showing on the manifests in front of you (add up the manifests). If the counts do not match, additional containers may need to be added to the load, or containers may need to be removed. STOP! You should contact the sending facility to help make the necessary corrections.
   d) Page thru (PF8) the load and visually verify the manifest tracking numbers. Make sure you have paperwork for all of the manifests that are displayed. At the same time, make a determination as to the outbound approval code that you will be assigning. Use the attached prequal for reference, or the waste description on the manifest (if not prequalled waste).
   e) When everything is ok and the load is in "In-Transit" - press "Home" and go to HZAQ - Container Log in.
3. In **HZAQ** - key the Load number and press "Enter". Tab down and enter the Receipt Date and the correct storage location.
   a) All waste will be logged into a single location 'DOCK01' and then the warehouse will move the containers into the correct physical location using the scanners.
   b) When complete - press "Enter". Message returned will be "XX number of containers logged in". Press (PF18) to go to HZAO - Log In Tracking Document Entry.
4. In **HZAO** - key the Load number (if it didn't carry forward). At the function field type in a 'C' and press "Enter".
   a) Complete the Transporter date, Transporter Plate number and the TSD date at the top.
   b) Tab down and key an "A" next to each Manifest Tracking number. "PF8" to page forward until all documents have been acknowledged, then press "Enter".
   c) When all the documents have been acknowledged, the load will go into a "Pending" status, and after a few moments, press "Enter" again and the load will go to a "Received" status. At that time, the information will drop to the RCWT server.

Manifest Clerks with Router:

1. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well) The system will display all approved facilities that are on the Safety-Kleen Corp. profile for the selected containers.

- ➢ Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
- ➢ Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
- ➢ If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container. (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)

b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.

c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 5a).

2. After all approval codes have been attached, go to **WTBC**, in the Client, and print 2 copies of the Inbound Load Sheet (#20 in WTBC).
3. One copy will be sent to the warehouse supervisor / lead - this will be their notification that the login of the load is completed and they can begin. The other copy will go with the manifests to the Routers.

Routers:

1. When receiving the ILS the router will determine which lots are to be *visual QC'ed*. These are lots that will not have any containers sampled. For these lots the router will go to screen WT0O and complete the pass / fail.
2. The router will also review any pass / fails applied by the lab to sampled drums. For these drums the router will confirm or reverse the lab disposition based on site procedures. *Any single container that fails, will mean the entire lot fails, and all containers on that lot must be marked with an 'F'ail.* This is also done in screen WT0O.
3. Open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers to make sure all have been properly marked.
4. Each manifest will need to be closed out in the Manifest Data Entry screens. Here the router will go into screen MA4R for the manifest and MA7B for continuation sheets.
   a) Go to screen **MA4R**. With the function set at 'I'nquire key in the manifest tracking number in the tracking number field and press ENTER.
   b) At the function field type 'C'hange and press ENTER. This will open fields for you to complete or edit as necessary. Please insure all data entered is correct (transporter info, waste info, etc.) and

that you complete items 16,17,18,20. Press ENTER and the system will bring you to the second screen.

c) Complete information on this screen and press ENTER to complete manifest. Press F19 to check line items on the continuation sheet (MCS) and F17 to review transporter information for more than 3 transporters.

d) To review information on the continuation sheet go to screen **MA7B**. Here key in the tracking number and the line item associated to the tracking number. (i.e. Line 1 on the continuation sheet is line 5 for the tracking #, 2=6,3=7,4=8 and so on.) Make changes as necessary.

5. Go to screen HZB2. Here you will review outbound approvals and if necessary changes them.
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)
6. Once complete sign off on manifests, distribute copies, etc as per site procedures.

Warehouse Supervisor / Lead

1. When receiving the ILS from the manifest clerk / router the warehouse supervisor or lead will choose the containers to be sampled indicated by highlighting it on the sheet. Then open the Client and go to **WTCE - Sample Creation/Association**.
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
2. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
3. Send those sample labels out to the warehouse to be affixed to the sample jars. The jars will be returned to the Lab when sampling is completed.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, scan the bar-coded container number and enter the actual weight in **WTAN - Container Data** on the handheld.
2. The drums that the warehouse supervisor / lead determines to be sampled will be loaded on the truck to take them to the sampling area. The highlighted container numbers (the one chosen for sampling) on the Inbound Load sheet.

3. The drums that are <u>not</u> being sampled can be moved to their proper storage location. Using the scanners, go to screen **"HZAP" - Group/Move**.

a) Once in this screen, change the Function to "M". Tab down to the "SL" field and key in or scan the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.

4. For the containers that have been chosen to be sampled, transport them to the other warehouse. Sample the drums and affix the Sample Label that the Lab created to the jar (the sample label will have the container number chosen printed on the label). Once these drums are sampled, they too can be "Moved" to their proper storage location, using HZAP on the handheld (see step #3).
5. Send samples and inbound load sheet to the Lab.

Lab:

1. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the Sample Analysis sheet (option #18). This will be released out in the RJE spooler and can be printed when you are ready.
2. Complete necessary testing.
3. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
4. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
      - Press F2 to return to the WT0O screen and continue entering sample dispositions.
5. Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the **WTBC screen (Option 19)** if any lot has a container with a failed disposition. Then forward this to the routers for review.
6. If containers that have been marked as failed, they must be reviewed by the Routers. Once have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P

Routers; For container lots that have a failed dispo.

1. If containers have been marked as failed they must be reviewed by routers. To find container lots with a failed dispo print the Comment Report by Load from the client screen **WTBC #19**.
2. Review the comments and change any dispositions as needed in screen WT0O.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The

Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.

b) For any containers that you change a failed dispo is an explanation is needed why. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.

- The lot number you were working on is populated into the comment screen.
- At the function field type 'C'hange.
- Choose the type of comment you are entering. 'I'nformational and press ENTER.
- Type the information pertaining to why the sample failed and press ENTER.
- Press F2 to return to the WT0O screen and continue reviewing sample dispositions.

Inbound Step by Step

"First Receipt" Loads in RCWT (Waste with BAP generated documents)

Inbound Clerks:

1. Customer service will need to generate a Sales-Doc (M-doc, Preprint) in BAP at the time the appointment with the customer is made. This Sales-Doc number and the customer information will be forwarded to the Scheduler to complete the Manifest and Labels needed for the pickup.
2. The Scheduler will create the necessary manifests, labels, prequals, and LDR's in the On-Demand manifest system. This pack of information, along with the M-Doc will serve as the Rep's pickup packet.
3. When the waste is received on site, the manifests and all corresponding paperwork is bundled together by the truckload by Warehouse Supervisor / Lead and brought up to the Lead Manifest clerk (Kathyrn) who will review and distribute to appropriate clerks for logging. The clerks will need a physical drum count.
4. The Manifest Clerk will verify that the manifests are coded with the proper information. If information is missing, (i.e. SKDOT #) the Manifest Clerk can create the proper SKDOT # by using MA7H.
5. To create an SKDOT go to screen **MA7H**.
   a) Key in the UN/NA number; Hazard Class; Packing Group, if it's an RQ and if it's waste then press ENTER. The system will return information for you to edit. Once complete press ENTER and the system will return a new SKDOT number for you to use.
6. The Manifest Clerk will then begin in **HZ06**
   a) Using the Sales-Doc number, the Customer number, the Pick up date, Receipt date, Vehicle number, and the number of drums picked up. Press "Enter".
   b) The system will display all the containers that have been activated (during on-demand) for this customer. The Manifest Clerk will enter container data and activate the correct container numbers (visual comparison to the container numbers indicated on the paperwork and the Manifest Tracking number attached to the container). All containers will be logged into the same storage location 'DOCK01'. The warehouse will move the containers into the correct physical location using the scanners. When all the containers for the manifest have been activated, press "Enter". The system will take you through the Manifest Entry screens (MA4R) to verify and complete any data missing. Each manifest must be done individually.
7. When all the containers for all the manifests have been activated, go to the **HZAM** screen and request a Load number.
   a) Attach the containers that have been activated to the Load number by keying the Manifest Tracking number in the MFST TRK field and pressing "Enter". The containers that you activated, attached to that tracking number will appear. Tab back and change the F-SW to "E" and press "Enter". All the containers will be attached to the Load number.
      - If it is necessary to print container labels, you can go to MA55 and, by the Load number, request the container labels. They will print thru RJE in 15 minute sweeps.
   b) After all the containers have been attached, change the Function to "T" and press Enter. The system will ask you if you want to transfer the data to RCWT, respond "Y"es and press "Enter" again. The data will drop down to the RCWT server.

Manifest Clerks with Router:

1. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).

a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
   - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
   - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
   - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)

b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.

c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 8a).

2. After all approval codes have been attached, go to **WTBC**, in the Client, and print 2 copies of the Inbound Load Sheet (#20 in WTBC).
3. One copy will be sent to the warehouse supervisor / lead - this will be their notification that the login of the load is completed and they can begin. The other copy will go with the manifests to the Routers.

Routers:

1. When receiving the ILS the router will determine which lots are to be *visual QC'ed.* These are lots that will not have any containers sampled. For these lots the router will go to screen WT0O and complete the pass / fail.
2. The router will also review any pass / fails applied by the lab to sampled drums. For these drums the router will confirm or reverse the lab disposition based on site procedures. *Any single container that fails, will mean the entire lot fails, and all containers on that lot must be marked with an 'F'ail.* This is also done in screen WT0O.
3. Open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers to make sure all have been properly marked.
4. Each manifest will need to be closed out in the Manifest Data Entry screens. Here the router will go into screen MA4R for the manifest and MA7B for continuation sheets.
   a) Go to screen **MA4R**. With the function set at 'Inquire key in the manifest tracking number in the tracking number field and press ENTER.

b) At the function field type 'C'hange and press ENTER. This will open fields for you to complete or edit as necessary. Please insure all data entered is correct (transporter info, waste info, etc.) and that you complete items 16,17,18,20. Press ENTER and the system will bring you to the second screen.

c) Complete information on this screen and press ENTER to complete manifest. Press F19 to check line items on the continuation sheet (MCS) and F17 to review transporter information for more than 3 transporters.

d) To review information on the continuation sheet go to screen **MA7B**. Here key in the tracking number and the line item associated to the tracking number. (i.e. Line 1 on the continuation sheet is line 5 for the tracking #, 2=6,3=7,4=8 and so on.) Make changes as necessary.

5. Go to screen HZB2. Here you will review outbound approvals and if necessary changes them.
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)
6. Once complete sign off on manifests, distribute copies, etc as per site procedures.

Warehouse Supervisor / Lead

1. When receiving the ILS from the manifest clerk / router the warehouse supervisor or lead will choose the containers to be sampled indicated by highlighting it on the sheet. Then open the Client and go to **WTCE - Sample Creation/Association**.
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
2. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).
3. Send those sample labels out to the warehouse to be affixed to the sample jars. The jars will be returned to the Lab when sampling is completed.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, scan the bar-coded container number and enter the actual weight in **WTAN - Container Data** on the handheld.
2. The drums that the warehouse supervisor / lead determines to be sampled will be loaded on the truck to take them to the sampling area. The highlighted container numbers (the one chosen for sampling) on the Inbound Load sheet.

3. The drums that are not being sampled can be moved to their proper storage location. Using the scanners, go to screen **"HZAP" – Group/Move**.
   a) Once in this screen, change the Function to "M". Tab down to the "SL" field and key in or scan the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.
4. For the containers that have been chosen to be sampled, transport them to the other warehouse. Sample the drums and affix the Sample Label that the Lab created to the jar (the sample label will have the container number chosen printed on the label). Once these drums are sampled, they too can be "Moved" to their proper storage location, using HZAP on the handheld (see step #3).
5. Send samples and inbound load sheet to the Lab.

Lab:

1. Go to the mainframe screen **HZAW** for a **Sample Analysis Sheet** that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the **Sample Analysis sheet (option #18)**. This will be released out in the RJE spooler and can be printed when you are ready.
2. Complete necessary testing.
3. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
4. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
      - Press F2 to return to the WT0O screen and continue entering sample dispositions.
5. Once all tests and dispositions have been complete for the load the lab tech will print the Comments by Load sheet from the **WTBC screen (Option 19)** if any lot has a container with a failed disposition. Then forward this to the routers for review.
6. If containers that have been marked as failed, they must be reviewed by the Routers. Once have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P

Routers; For container lots that have a failed dispo.

1. If containers have been marked as failed they must be reviewed by routers. To find container lots with a failed dispo print the Comment Report by Load from the client screen **WTBC #19**.
2. Review the comments and change any dispositions as needed in screen WT0O.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.

b) For any containers that you change a failed dispo is an explanation is needed why. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
   - The lot number you were working on is populated into the comment screen.
   - At the function field type 'C'hange.
   - Choose the type of comment you are entering. 'I'nformational and press ENTER.
   - Type the information pertaining to why the sample failed and press ENTER.

3. Press F2 to return to the WT0O screen and continue reviewing sample dispositions

Inbound Step by Step

"T-Doc" Loads in RCWT (Waste without BAP generated documents)

1. Look at the paperwork that you have received and determine if SKDOT number(s) and Manifest Tracking number(s) need to be created. If either are not printed or written on the manifest that you have received, then they will need to be created in BAP/CWT prior to logging in.
2. First, you must search in **TS3I**, by customer name, to locate the correct Customer number to be used.
   a) Key in the customer name, city, state and country. The system will return a list of customer numbers. Determine which is the number to be used.
3. If the manifest that you receive does not have SKDOT number(s) associated to the waste descriptions, then SKDOT numbers will need to be created in MA7H.
4. To create an SKDOT go to screen **MA7H**.
   a) Key in the UN/NA number; Hazard Class; Packing Group, if it's an RQ and if it's waste then press ENTER. The system will return information for you to edit. Once complete press ENTER and the system will return a new SKDOT number for you to use.
5. If the manifest that you receive with the load is hand typed and has no Manifest Tracking number attached to it, you will have to create a Manifest Tracking number. This can be done in either MA4R or MA4T.
   a) Go to **MA4R** and key an "A" in the Function and press "Enter". The system will open up the lines for you to key the data from the manifest in front of you into the system. When page 1 has been completed, press "Enter" and the system will take you to page 2 to complete the line item data on the manifest. If more than 4 lines are written on the manifest, use PF19 to go to the additional line item screen and complete all the line items on the manifest. When you are finished, the system will return a Manifest Tracking number to you. Write it on the manifest in front of you. Each manifest must have it's own Manifest Tracking number.

      OR

   b) Go to **MA4T** and key in the EPA ID number for the generator listed on the manifest. Also key in the country the manifest was generated in. The system will return a Manifest Tracking number to you. Write it on the manifest in front of you. You will the either have to key in the manifest data in MDE (MA4R) now or after you have created containers in HZ06. Each manifest must have it's own Manifest Tracking number.
6. After the manifest has been entered in Manifest Data Entry (screen MA4R), you then want to create the container numbers. Go to **HZ06** and key a "T" and the five digit manifest number in the document field, the customer number, the pickup and received dates, and the vehicle, then press "Enter".
   a) The container area will open. Use PF24 to create a container number.
   b) Key all of the data, all containers will be logged into the same storage location 'DOCK01'. Then press PF24 again and create the number of containers that are needed.
   c) The warehouse will move the containers into the correct physical location using the scanners. When all the containers for the manifest have been activated, press "Enter". The system will take you through the Manifest Entry screens to verify and complete any data missing. Each manifest must be done individually.
7. When all the containers for all the manifests have been activated, go to the **HZAM** screen and request a Load number.
   a) Attach the containers that have been activated to the Load number by keying the Manifest Tracking number in the MFST TRK field and pressing "Enter". The containers that you activated, attached to that tracking number will appear. Tab back and change the F-SW to "E" and press "Enter". All the containers will be attached to the Load number.
      - If it is necessary to print container labels, you can go to MA55 and, by the Load number, request the container labels. They will print thru RJE in 15 minute sweeps.

b) After all the containers have been attached, change the Function to "T" and press Enter. The system will ask you if you want to transfer the data to RCWT, respond "Y"es and press "Enter" again. The data will drop down to the RCWT server.

Manifest Clerk with Router

1. Outbound Approvals maybe added at this time in HZB2 (mainframe screen) or WT0O (client screen).
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)
   b) In **WT0O** (in the client) inquire on the Lot # . Lot numbers can be found on the Inbound Load Sheet. Then change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. PF8 through the screens to make sure all containers have the information on them. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval. If an error occurs, either the Outbound approval code does not have the same waste codes as the container (can have more, can't have less) or the facility is not an approved facility on the prequal.
   c) To add waste codes to an Outbound Approval - go to **TS42** and make the appropriate change (add the waste codes needed). If the approved facility needs to be added to the customer's profile (prequal), give the profile, customer number, and approved facility number to the A/C Mgr and he will add the facility to the profile in TS3Q (Corporate Review screen). Only limited personnel on site has access to this screen. Once the necessary updates have been done, apply the approval to the manifest tracking number in HZB2 (mainframe screen) or to the lot in WT0O (client screen) again (see the above step 8a).
2. The Manifest Clerk will then open the Client and go to **WTBC** menu and print 2 copies of the Inbound Load Sheet (#20 in WTBC).
3. One copy will be sent to the warehouse supervisor / lead - this will be their notification that the login of the load is completed and they can begin. The other copy will go with the manifests to the Routers.

Routers:

1. When receiving the ILS the router will determine which lots are to be *visual QC'ed*. These are lots that will not have any containers sampled. For these lots the router will go to screen WT0O and complete the pass / fail.

2. The router will also review any pass / fails applied by the lab to sampled drums. For these drums the router will confirm or reverse the lab disposition based on site procedures. *Any single container that*

fails, will mean the entire lot fails, and all containers on that lot must be marked with an 'F'ail. This is also done in screen WT0O.

3. Open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers to make sure all have been properly marked.
4. Each manifest will need to be closed out in the Manifest Data Entry screens. Here the router will go into screen MA4R for the manifest and MA7B for continuation sheets.
   a) Go to screen **MA4R**. With the function set at 'Inquire key in the manifest tracking number in the tracking number field and press ENTER.
   b) At the function field type 'C'hange and press ENTER. This will open fields for you to complete or edit as necessary. Please insure all data entered is correct (transporter info, waste info, etc.) and that you complete items 16,17,18,20. Press ENTER and the system will bring you to the second screen.
   c) Complete information on this screen and press ENTER to complete manifest. Press F19 to check line items on the continuation sheet (MCS) and F17 to review transporter information for more than 3 transporters.
   d) To review information on the continuation sheet go to screen **MA7B**. Here key in the tracking number and the line item associated to the tracking number. (i.e. Line 1 on the continuation sheet is line 5 for the tracking #, 2=6,3=7,4=8 and so on.) Make changes as necessary.
5. Go to screen HZB2. Here you will review outbound approvals and if necessary changes them.
   a) In **HZB2** (on the mainframe) inquire on an inbound manifest tracking number. (There are other criteria in which to call up containers as well)
      - Decide on how you want to view and update data by setting certain flags. (Trickle to all or one at a time?; Update any existing approvals?; View control# or sample#?)
      - Change the function to "C" and press Enter. This will open up the "Approv Fac" and "Approval" fields for you to enter. Key the correct Approved Facility number and the Outbound Approval Code and press PF12 to edit the data. The system will check the info on the container and the info on the approval and either apply it to the containers or return an error message. If it applies it and returns a message of "No Errors Detected" then press "Enter" to apply the approval.
      - If an error occurs, either the Approved facility is invalid (Check your screen for valid facilities) or the Outbound approval code does not have the same waste codes as the container . (The container has 1 or more codes that are not on the approval. This can be checked in screen TS42)
6. Once complete sign off on manifests, distribute copies, etc as per site procedures.

Warehouse Supervisor / Lead

1. When receiving the ILS from the manifest clerk / router the warehouse supervisor or lead will choose the containers to be sampled indicated by highlighting it on the sheet. Then open the Client and go to **WTCE - Sample Creation/Association**.
   a) Key in the Lot # of the container that has been chosen. The containers associated with that lot will display on the screen. Tab down and mark with an "X" to container that has been highlighted on the ILS. Press "Enter". The system will return a sample number, displayed next to the container you marked. If you mark more than 1 container at a time - both container numbers will be attached to 1 sample. Continue to pull up the lots and mark the containers that have been chosen from sampling.
2. After you have created all the samples for that load - go to **WT0K - Sample Label Print** Screen.
   a) With the Load number, call up the samples that you've just created. Change the print flag to "Y" and press PF14 to submit the labels to the printer. The labels will print on the IBM6400 immediately (so make sure it is loaded with the sample labels).

3. Send those sample labels out to the warehouse to be affixed to the sample jars. The jars will be returned to the Lab when sampling is completed.

Dock:

1. The dock personnel will unload the truck and weigh the individual containers on the scale, scan the bar-coded container number and enter the actual weight in **WTAN - Container Data** on the handheld.
2. The drums that the warehouse supervisor / lead determines to be sampled will be loaded on the truck to take them to the sampling area. The highlighted container numbers (the one chosen for sampling) on the Inbound Load sheet.
3. The drums that are not being sampled can be moved to their proper storage location. Using the scanners, go to screen **"HZAP" - Group/Move**.
   a) Once in this screen, change the Function to "M". Tab down to the "SL" field and key in or scan the storage location where you are going to place the drums. At the "G/C" field scan or type in the container number. Press ENTER. The system will return a message "Movement Complete". Repeat this until all drums are moved into their correct storage locations.
4. For the containers that have been chosen to be sampled, transport them to the other warehouse. Sample the drums and affix the Sample Label that the Lab created to the jar (the sample label will have the container number chosen printed on the label). Once these drums are sampled, they too can be "Moved" to their proper storage location, using HZAP on the handheld (see step #3).
5. Send samples and inbound load sheet to the Lab.

Lab:

1. Go to the mainframe screen **HZAW** for a Sample Analysis Sheet that can be printed for the Lab as well. Once in HZAW - Report Request Screen, request the **Sample Analysis sheet (option #18)**. This will be released out in the RJE spooler and can be printed when you are ready.
2. Complete necessary testing.
3. To view constituents go to screen **TS4Q**.
   a) At the Profile Ref # field key in the sample number from the profile or the at the Control # field key in the control number and press "ENTER".
   b) The system will display any constituents associated to the profile. If none exist and should then these were not keyed in by customer service.
   c) If needed this screen can be screen printed.
4. When results are compiled, open the Client and go to **WT0O**.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that fail a comment is needed to explain why it failed. Press F22 (SHIFT+F10) and the system will bring you to screen **WTBJ** – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'A'dd.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
      - Press F2 to return to the WT0O screen and continue entering sample dispositions.
5. Once all tests and dispositions have been complete for the load the lab tech will print the Comments by load sheet from the WTBC screen (Option 19) if any lot has a container with a failed disposition. Then forward this to the routers for review.

6. If containers that have been marked as failed, they must be reviewed by the Routers. Once have now been passed, the containers must be "Passed" in WT0O, by changing the Dispo to "P

Routers; For container lots that have a failed dispo.

1. If containers have been marked as failed they must be reviewed by routers. To find container lots with a failed dispo print the Comment Report by load from the client screen WTBC #13.
2. Review the comments and change any dispositions as needed in screen WT0O.
   a) Key the Lot number and press "Enter". Change Function to "C" and press "Enter". Key a "P" for Pass or an "F" for Fail in the Dispo field in the upper portion of the screen and press "Enter". The Dispo will populate down to all the containers in the Lot. "PF8" to go forward and view all containers.
   b) For any containers that you change a failed dispo is an explanation is needed why. Press F22 (SHIFT+F10) and the system will bring you to screen WTBJ – Comment Maintenance.
      - The lot number you were working on is populated into the comment screen.
      - At the function field type 'C'hange.
      - Choose the type of comment you are entering. 'I'nformational and press ENTER.
      - Type the information pertaining to why the sample failed and press ENTER.
3. Press F2 to return to the WT0O screen and continue reviewing sample dispositions

OUTBOUND

Processing Step by Step

Processing waste to a tank.

Supervisors:

1 Prior to processing to a tank it is advised that the supervisor on shift verify the tank information in the system in order to insure that the part number and process disposition are correct. This can be done using either the RCWT client screens or the RF scanners.
   a) To make this change using the client screen go to **WT01**.
      i) To inquire on a tank type an "I" in the FUNC field and the tank location you wish to view. Then press "Enter". The system will display the tank, description, status, part number, process disposition and unit of measure.
      ii) If there is a need to make changes then, in the function filed, type "C" and then press "Enter". The system will open all fields that you can update. Remember all changes will effect inventory and process. If you are unsure DO NOT update the system.
   b) To make this change using a RF scanner go to screen **WTBV**.
      i) At the FUNC field type an "I" to inquire and at the TANK field type the tank number you want to inquire upon. Then press "Enter". The scanner will display the tank information.
      ii) To change the information type a "C" in the FUNC field and press "Enter".
      iii) The system will open fields for you to update.

Material Handlers:

1 No container can be processed unless it has a lab disposition on it. In order to find this out use screen **WTAY** on the scanner and scan the containers you intend to process.
2 If the containers do not have a lab disposition or one that is not consistent with the process then the system will not allow the container to be processed electronically.
   a) Should the user come across any containers in question they should contact their supervisor for resolution.
3 Place the drums on the line and use screen **WTAZ** to process the containers. You should always scan the containers first then actually process them. This way you are assured that you are processing the correct type of material.
   a) At the MACH field type the machine code that matches the process you are working with.
   b) At the TANK field type the tank number where the material will be processed and press "Enter"
   c) Once the screen scrolls it will display process and tank information for you to verify. Should any of this information be inconsistent contact your supervisor.
   d) BEFORE you actually process the drum scan or type the container number into the G/C field. The system will bring up container information. If you are going to process the entire container press "Enter" and the system returns with a running count of containers processed.
      i) If you are only going to partially process a container key in the weight or volume you are processing in the W/V field. Then press "Enter".
      ii) After finishing a partial process place the container aside until further processing is completed or it is shipped off site.
   e) You should also look for the WARNING messages that can appear when processing containers. These messages appear when the tank to which you are processing has a different disposition type than that of the container, but, the container dispo is set so that it is still acceptable.
      i) As an example a tank may be a TD (Thermal Destruct) and a container NHWF (Non Haz Waste Fuel). If your site allows it the container may be processed to the tank but it may give you a warning first. This is just so that you make sure that this is what you want to do.

ii) When you come across a warning that is acceptable then press "Enter". If not then put the drum aside and scan another container.h

f) Once complete scan the next container.

4 If you have scanned more than you will process on your shift or for any other reason you need to "undo" a processed container use screen **WTA3**.

a) Here you type in the storage location where you want to place the container and scan the barcode.

b) The system will bring up the total processed. You can modify it or accept it as it is displayed on screen.

c) Once you are sure of the "undo" then press "Enter".

5 There will be times when you may scan a drum for processing and the scanner locks you down due to any number of reasons. Should this occur contact your supervisor and put the drum in question aside.

Supervisors:

1 Should a user's scanner lock down when processing containers you can unlock their scanner using another scanner.

2 Go to the **WTAK** screen.

a) Here it will display the users RACFID the container number and the process they were going to use.

b) To unlock them just press "Enter" and they can continue to work.

3 It is recommended that the supervisor investigate the reason for the lock down and resolve it during their shift whenever possible.

Processing Step by Step

Processing waste to a Roll-off container. (BNM numbers)

Traffic:

1 Prior to processing waste to a roll-off container you must create a BNM (Bulk Non-Mineral spirits) number and associate it to a container number.
2 To do this you must first create a container label. This container label will be used to consolidate all the drums that are processed to the roll-off. It is recommended that you create a few at a time.
3 You create labels in screen **MA3G**. To create new labels use the 'A' function.
   a) You will need to complete a number of fields.
      i) Choose the label code you need from the bottom of the screen. (Haz or Non Haz)
      ii) Enter the appropriate "Core" SKDOT number for the waste.
      iii) The market will be PW.
      iv) The part numbers depend on the waste type. TD = 1954712, NH = 83106, IN = 1954715
      v) Your EPA ID #.
   b) Then press "Enter". The labels will print via RJE.
4 Now you need to convert the labels to a BNM number. To do this you must create a BNM number using screen **HZ0H**.
   a) Using the 'A' function type BNM in the GRP field. Then take one of the container numbers off the labels you created and type it in the CONSOLIDATED CNTN# field. Validate the part number in the PART# field and press "Enter".
   b) The system will return a number BNMXXXXXXXX in the GRP field. Write this number on the label in bold letters.
5 Finally we need to activate the BNM # / container number in the system. To do this, go to screen **HZAT**.
   a) At the FUNC field type "BN" and in the CNTN type the container number that is on the label and press "Enter"
   b) Then place and 'X' next to the container number and key in a volume of 1and press "Enter".
   c) The container is now activated for processing.
6 Keep a supply of activated BNM numbers in a safe place.

Shredder Operators:

1 All containers processed to a roll-off are processed to a BNM number. Use only labels that have BNM written on them.
2 No container can be processed unless it has a lab disposition on it. In order to find this out use screen **WTAY** on the scanner and scan the containers you intend to process.
3 If the containers do not have a lab disposition or one that is not consistent with the process then the system will not allow the container to be processed electronically.
   a) Should the user come across any containers in question they should contact their supervisor for resolution.
4 Place the drums on the line and use screen **WTAZ** to process the containers. You should always scan the containers first then actually process them. This way you are assured that you are processing the correct type of material.
   a) At the MACH field type the machine code that matches the process you are working with.
   b) At the CSLD field scan or type the container number of the label to which you are going to use to process the material and press "Enter".
   c) Once the screen scrolls it will display process and BNM information for you to verify. Should any of this information be inconsistent contact your supervisor.

d) BEFORE you actually process the drum scan or type the container number into the G/C field. The system will bring up container information. If you are going to process the entire container press "Enter" and the system returns with a running count of containers processed.
   i) If you are only going to partially process a container key in the weight or volume you are processing in the W/V field. Then press "Enter".
   ii) After finishing a partial process place the container aside until further processing is completed or it is shipped off site.

e) You should also look for the WARNING messages that can appear when processing containers. These messages appear when the BNM to which you are processing has a different disposition type than that of the container, but the container dispo is set so that it is still acceptable.
   i) As an example a BNM may be a TD (Thermal Destruct) and a container NHWF (Non Haz Waste Fuel). If your site allows it the container may be processed to the BNM but it may give you a warning first. This is just so that you make sure that this is what you want to do.
   ii) When you come across a warning that is acceptable then press "Enter". If not then put the drum aside and scan another container.

f) Once complete scan the next container.

5 If you have scanned more than you will process on your shift or for any other reason you need to "undo" a processed container use screen **WTA3**.
   a) Here you type in the storage location where you want to place the container and scan the barcode.
   b) The system will bring up the total processed. You can modify it or accept it as it is displayed on screen.
   c) Once you are sure of the "undo" then press "Enter".

6 There will be times when you may scan a drum for processing and the scanner locks you down due to any number of reasons. Should this occur contact your supervisor and put the drum in question aside.

7 Once you have finished processing to the roll-off place the container label on the side of the roll-off. Then have the traffic office reprint the same container number 3 more times so that you can place one label on each side of the roll-off.

Supervisors:

1 Should a user's scanner lock down when processing containers you can unlock their scanner using another scanner.

2 Go to the **WTAK** screen.
   a) Here it will display the users RACFID the container number and the process they were going to use.
   b) To unlock them just press "Enter" and they can continue to work.

3 It is recommended that the supervisor investigate the reason for the lock down and resolve it during their shift whenever possible.

Traffic:

1 Once the roll-off is full and ready to be shipped. Group the consolidated container number to a load and log it out using HZAM and the Outbound steps.

Outbound Step by Step

Shipping Loads in RCWT (Log out on Large Screens)

Outbound Router:

1. In the [redacted] screen –*Create* a Load number.
   a) With your facility number at the top, change the Function to "A" and type a "L" in the LGRP field and press "Enter". The system will issue a Load number automatically. **WRITE IT DOWN!**
   b) The Function will change to "C" and the lines will open for you to fill in. The status of the Load will be "OPEN" (look at the top right corner of the screen).
   Identify the "To Loc" (SK or NS facility number).
   Identify the TSDF (terminating facility's EPA ID number).
2. In the [redacted] screen - *Build* the Load
   a) With the Function at "C" and the Load number displayed in the LGRP field, tab down to the Selection criteria. Here enter the Approved Facility number and Approval Code for the facility you are shipping to (the facility identified in the "To Loc" at the top) *or* theStorage Location where the drums are stored (Trailer #), then press "Enter".
   b) When the containers that meet that criteria display, tab down and "X" the containers you want to ship, use "PF8" to scroll forward and select more containers. When you have marked all the containers you want, press "Enter". The containers will be grouped to the Load. (If a container does not have a "Pass" Dispo attached to it, the system will not allow you to group the container to the Load).
   c) Continue using the Selection criteria until you have grouped all the containers. The "Total Drums" at the bottom of the screen will increment as you build the Load. When you are done, do a "Shift F5"(F17) to refresh the screen and move the cursor back to the Function field.
2. In the [redacted] screen - *Stage* the Load
   a) Change the Function to a "S" and press "Enter". The lines in the upper portion of the screens will open up for you to add/change any shipping information displayed. When all information has been completed, press "Enter" and the status of the Load will change to "Staged".
   b) At the field PRT MFST the system default is an 'N'. What this means is that the system will create a manifest but you must release it to print via the MA4X screen. This allows you to review and edit the information prior to printing the document. (See #7) If you change the field to 'Y' then the system will automatically send the created document to the print-que for printing.
   c) The system will create an Inventory Order Document number (IOD number) and a Manifest Tracking number. **Write these down.**
   d) Press "PF22" and the system will also produce the Outbound Load List for the warehouse.
4. Go to [redacted] to print the outbound labels for the drums
   a) Request the labels by the Load number (1) and press ENTER. The labels will print thru RJE in 15 minute sweeps.
5. The labels and the picking list will be sent to the warehouse.
6. Go to screen [redacted] to print out the outbound Truck Load Summary. This is needed for inbound sites to log in your waste.
   a) Key in your outbound load number and press ENTER. The system brings up the IOD number and status.
   b) Press F14 (SHIFT + F2) to submit the summary to the RJE system. Within a few minutes the sheet will enter the RJE system. Print this document and send it along with the other documents when the load is shipped.
7. *Optional*, based on print manifest selection made in staging, go to **MA4X** to edit and print the outbound manifest and continuation sheet.

a.) Change the function to 'I'nquire and type in the tracking number created through staging in the Request Number field. Press ENTER.

b.) When the manifest comes up change the function to 'C'hange and press ENTER.
c.) Change all fields on the first screen as needed. Make sure the Process Time reads 'N'ext and the Form Field is correct for the manifest type. Press ENTER.
d.) The system takes you through 3 screens to check information in go through all three. When on the last screen press F10 to process the.
e.) To edit the contents of the continuation sheet (MCS) above step 6a and then press F9 Additional Waste. This will bring you to the first line item of the continuation sheet which is line 5 for the tracking number. Edit each line and when complete press F10 to process.
8. Go to screen [redacted]. Here you will enter the manifest document number and the State Specific manifest number.

Dock:

1. The warehouse personnel will take the load list and physically locate the drums on site and move them to a staging area.
2. The drums will be re-labeled, matching the container numbers.
3. The warehouse personnel will then load the outbound truck based on the load list.
4. Once the drums are loaded then notify the routers that all containers on the load list have been placed on the outbound truck.
5. Return all unused labels to the Routers. Return the Load List to the Routers with the drums that have been loaded circled on the list and those not loaded crossed off the list.
6. Routers verify load numbers for the log out.

Outbound Router:

1. After the warehouse has notified you that all of the containers have been loaded onto the truck, go to [redacted] and Inquire on the Load number. The load should be "STAGED", which means all the documentation has been prepared and is awaiting log out.
2. Go to screen [redacted]. Here you will verify that the manifest document number and the State Specific number have been entered and are correct.
3. Count the containers that are on the manifest. Compare that number to the total containers on the load. If the totals equal each other then continue to log out. If not research the discrepancy.
4. Key a "L" in the Function field and press "Enter". This open fields for you to complete and to delete any containers that may not be shipped. To delete a container off the load place an 'X' next to the container number.
5. Once you verify the load is correct press "ENTER". The status of the load should change to "Pending". After a few moments press "ENTER" again and the load goes to "In-Transit" or "Outside Ship".
6. If the load stays in the PENDING status for longer than 10-20 minutes contact your supervisor or use that ON CALL schedule list to talk to a trainer for help.

Outbound Step by Step

Shipping Loads in RCWT (Log out with scanners)

Outbound Router:

1. In the [redacted] screen –*Create* a Load number.
   a) With your facility number at the top, change the Function to "A" and type a "L" in the LGRP field and press "Enter". The system will issue a Load number automatically. **WRITE IT DOWN!**
   b) The Function will change to "C" and the lines will open for you to fill in. The status of the Load will be "OPEN" (look at the top right corner of the screen).
   Identify the "To Loc" (SK or NS facility number).
   Identify the TSDF (terminating facility's EPA ID number).
2. In the [redacted] screen - *Build* the Load
   a) With the Function at "C" and the Load number displayed in the LGRP field, tab down to the Selection criteria. Here enter the Approved Facility number and Approval Code for the facility you are shipping to (the facility identified in the "To Loc" at the top) *or* theStorage Location where the drums are stored (Trailer #), then press "Enter".
   b) When the containers that meet that criteria display, tab down and "X" the containers you want to ship, use "PF8" to scroll forward and select more containers. When you have marked all the containers you want, press "Enter". The containers will be grouped to the Load. (If a container does not have a "Pass" Dispo attached to it, the system will not allow you to group the container to the Load).
   c) Continue using the Selection criteria until you have grouped all the containers. The "Total Drums" at the bottom of the screen will increment as you build the Load. When you are done, do a "Shift F5"(F17) to refresh the screen and move the cursor back to the Function field.
3. In the [redacted] screen - *Stage* the Load
   a) Change the Function to a "S" and press "Enter". The lines in the upper portion of the screens will open up for you to add/change any shipping information displayed. When all information has been completed, press "Enter" and the status of the Load will change to "Staged".
   b) At the field PRT MFST the system default is an 'N'. What this means is that the system will create a manifest but you must release it to print via the MA4X screen. This allows you to review and edit the information prior to printing the document. (See #7) If you change the field to 'Y' then the system will automatically send the created document to the print-que for printing.
   c) The system will create an Inventory Order Document number (IOD number) and a Manifest Tracking number. **Write these down.**
   d) Press "PF22" and the system will also produce the Outbound Load List for the warehouse.
4. Go to [redacted] to print the outbound labels for the drums
   a) Request the labels by the Load number (1) and press ENTER. The labels will print thru RJE in 15 minute sweeps.
5. The labels and the picking list will be sent to the warehouse.
6. Go to screen [redacted] to print out the outbound Truck Load Summary. This is needed for inbound sites to log in your waste.
   a) Key in your outbound load number and press ENTER. The system brings up the IOD number and status.
   b) Press F14 (SHIFT + F2) to submit the summary to the RJE system. Within a few minutes the sheet will enter the RJE system. Print this document and send it along with the other documents when the load is shipped.
7. *Optional*, based on print manifest selection made in staging, go to **MA4X** to edit and print the outbound manifest and continuation sheet.

a.) Change the function to 'I'nquire and type in the tracking number created through staging in the Request Number field. Press ENTER.

b.) When the manifest comes up change the function to 'C'hange and press ENTER.
c.) Change all fields on the first screen as needed. Make sure the Process Time reads 'N'ext and the Form Field is correct for the manifest type. Press ENTER.
d.) The system takes you through 3 screens to check information in go through all three. When on the last screen press F10 to process the.
e.) To edit the contents of the continuation sheet (MCS) above step 6a and then press F9 Additional Waste. This will bring you to the first line item of the continuation sheet which is line 5 for the tracking number. Edit each line and when complete press F10 to process.

8. Go to screen [redacted]. Here you will enter the manifest document number and the State Specific manifest number. This needs to be entered so that the dock can scan to log out.

Dock:

1. The warehouse personnel will take the load list and physically locate the drums on site and move them to a staging area.
2. The drums will be re-labeled, matching the container numbers.
3. The warehouse personnel will then load the outbound truck based on the load list.
4. When loading the truck and the outbound load is in the STAGED status, the warehouse personnel will use the RF scanners to log out then go to screen [redacted] to log out containers.
   a) As containers are placed on the outbound truck they will be scanned for log out.
   b) When all containers have been scanned press F6 to mark the load as logged out.
   c) Any discrepancies will be noted and reported to routers.
5. If the load is not in the STAGED status the containers will not log out.
6. Once complete return all unused labels to the Routers. Return the Load List to the Routers with the drums that have been loaded circled on the list and those not loaded crossed off the list.
7. Routers verify load log out.

Outbound Router:

1. After the warehouse has notified you that all of the containers have been loaded onto the truck, go to [redacted] and Inquire on the Load number. The load should be "INTRANSIT", which means all the containers have been logged out.
2. Verify the container count and the manifest line item quantities.
3. Go into the electronic manifest in [redacted] and [redacted] and make sure the line items equal that of the physical manifest.
4. If the status of the load is "Pending" or "LogoutStrted" then there may be a problem. If it stays that way for longer than 10-20 minutes contact your supervisor or use that ON CALL schedule list to talk to a trainer for help.

Outbound Step by Step

Shipping Loads in RCWT

Outbound Router:

1. In the **HZAM** screen –*Create* a Load number.
   a) With your facility number at the top, change the Function to "A" and type a "L" in the LGRP field and press "Enter". The system will issue a Load number automatically. **WRITE IT DOWN!**
   b) The Function will change to "C" and the lines will open for you to fill in. The status of the Load will be "OPEN" (look at the top right corner of the screen).
   Identify the "To Loc" (SK or NS facility number).
   Identify the TSDF (terminating facility's EPA ID number).
2. In the **HZAM** screen - *Build* the Load
   a) With the Function at "C" and the Load number displayed in the LGRP field, tab down to the Selection criteria. Here enter the Approved Facility number and Approval Code for the facility you are shipping to (the facility identified in the "To Loc" at the top) *or* theStorage Location where the drums are stored (Trailer #), then press "Enter".
   b) When the containers that meet that criteria display, tab down and "X" the containers you want to ship, use "PF8" to scroll forward and select more containers. When you have marked all the containers you want, press "Enter". The containers will be grouped to the Load. (If a container does not have a "Pass" Dispo attached to it, the system will not allow you to group the container to the Load).
   c) Continue using the Selection criteria until you have grouped all the containers. The "Total Drums" at the bottom of the screen will increment as you build the Load. When you are done, do a "Shift F5"(F17) to refresh the screen and move the cursor back to the Function field.
3. In the **HZAM** screen - *Stage* the Load
   a) Change the Function to a "S" and press "Enter". The lines in the upper portion of the screens will open up for you to add/change any shipping information displayed. When all information has been completed, press "Enter" and the status of the Load will change to "Staged".
   b) The system will create an Inventory Order Document number (IOD number) and a Manifest Tracking number. **Write these down.**
   c) Press "PF22" and the system will also produce the Outbound Load List for the warehouse.
4. Go to **MA55** to print the outbound labels for the drums
   a) Request the labels by the Load number (1) and press ENTER. The labels will print thru RJE in 15 minute sweeps.
5. The labels and the picking list will be sent to the warehouse.
6. Go to screen **IVBR** to print out the outbound Truck Load Summary. This is needed for inbound sites to log in your waste.
   a) Key in your outbound load number and press ENTER. The system brings up the IOD number and status.
   b) Press F14 (SHIFT + F2) to submit the summary to the RJE system. Within a few minutes the sheet will enter the RJE system. Print this document and send it along with the other documents when the load is shipped.
7. *Optional*, based on print manifest selection made in staging, go to **MA4X** to edit and print the outbound manifest and continuation sheet.
   a) Change the function to 'I'nquire and type in the tracking number created through staging in the Request Number field. Press ENTER.

b) When the manifest comes up change the function to 'C'hange and press ENTER.
c) Change all fields on the first screen as needed. Make sure the Process Time reads 'N'ext and the Form Field is correct for the manifest type. Press ENTER.
d) The system takes you through 3 screens to check information in go through all three. When on the last screen press F10 to process the.
e) To edit the contents of the continuation sheet (MCS) above step 6a and then press F9 Additional Waste. This will bring you to the first line item of the continuation sheet which is line 5 for the tracking number. Edit each line and when complete press F10 to process.

Dock:

1. The warehouse personnel will take the load list and physically locate the drums on site and move them to a staging area.
2. The drums will be re-labeled, matching the container numbers.
3. The warehouse personnel will then load the outbound truck based on the load list.
4. If the outbound load is in the STAGED status warehouse personnel will use RF screen **HZBC** to log out containers.
   a) As containers are placed on the outbound truck they will be scanned for log out.
   b) When all containers have been scanned press F6 to mark the load as logged out.
5. If the load is not in the STAGED status then notify the routers that all containers on the load list have been placed on the outbound truck.

Outbound Router:

1. After the warehouse has notified you that all of the containers have been loaded onto the truck, go to **HZAM** and Inquire on the Load number. The load should be "STAGED", which means all the documentation has been prepared and is awaiting log out.
2. Key a "L" in the Function field and press "Enter". This open fields for you to complete and to delete any containers that may not be shipped. To delete a container off the load place an 'X' next to the container number.
3. Once you verify the load is correct press "ENTER". The status of the load should change to "Pending". After a few moments press "ENTER" again and the load goes to "In-Transit".
4. If the load stays in the PENDING status for longer than 10-20 minutes contact your supervisor or use that ON CALL schedule list to talk to a trainer for help.

Outbound Step by Step

Shipping Loads in RCWT

Outbound Router:

1. In the **HZAM** screen –*Create* a Load number.
   a) With your facility number at the top, change the Function to "A" and type a "L" in the LGRP field and press "Enter". The system will issue a Load number automatically. **WRITE IT DOWN!**
   b) The Function will change to "C" and the lines will open for you to fill in. The status of the Load will be "OPEN" (look at the top right corner of the screen).
   Identify the "To Loc" (SK or NS facility number).
   Identify the TSDF (terminating facility's EPA ID number).
2. In the **HZAM** screen - *Build* the Load
   a) With the Function at "C" and the Load number displayed in the LGRP field, tab down to the Selection criteria. Here enter the Approved Facility number and Approval Code for the facility you are shipping to (the facility identified in the "To Loc" at the top), then press "Enter".
   b) When the containers that meet that criteria display, tab down and "X" the containers you want to ship, use "PF8" to scroll forward and select more containers. When you have marked all the containers you want, press "Enter". The containers will be grouped to the Load. (If a container does not have a "Pass" Dispo attached to it, the system will not allow you to group the container to the Load).
   c) Continue using the Selection criteria until you have grouped all the containers. The "Total Drums" at the bottom of the screen will increment as you build the Load. When you are done, do a "Shift F5"(F17) to refresh the screen and move the cursor back to the Function field.
3. In the **HZAM** screen - *Stage* the Load
   a) Change the Function to a "S" and press "Enter". The lines in the upper portion of the screens will open up for you to add/change any shipping information displayed. When all information has been completed, press "Enter" and the status of the Load will change to "Staged".
   b) The system will create an Inventory Order Document number (IOD number) and a Manifest Tracking number. **Write these down.**
   c) Press "PF22" and the system will also produce the Outbound Load List for the warehouse.
4. Go to **MA55** to print the outbound labels for the drums
   a) Request the labels by the Load number (1) and press ENTER. The labels will print thru RJE in 15 minute sweeps.
5. The labels and the picking list will be sent to the warehouse.
6. Go to screen **IVBR** to print out the outbound Truck Load Summary. This is needed for inbound sites to log in your waste.
   a) Key in your outbound load number and press ENTER. The system brings up the IOD number and status.
   b) Press F14 (SHIFT + F2) to submit the summary to the RJE system. Within a few minutes the sheet will enter the RJE system. Print this document and send it along with the other documents when the load is shipped.
7. *Optional*, based on print manifest selection made in staging, go to **MA4X** to edit and print the outbound manifest and continuation sheet.
   a) Change the function to 'I'nquire and type in the tracking number created through staging in the Request Number field. Press ENTER.
   b) When the manifest comes up change the function to 'C'hange and press ENTER.
   c) Change all fields on the first screen as needed. Make sure the Process Time reads 'N'ext and the Form Field is correct for the manifest type. Press ENTER.

d) The system takes you through 3 screens to check information in go through all three. When on the last screen press F10 to process the.
e) To edit the contents of the continuation sheet (MCS) above step 6a and then press F9 Additional Waste. This will bring you to the first line item of the continuation sheet which is line 5 for the tracking number. Edit each line and when complete press F10 to process.

Dock:

1. The warehouse personnel will take the load list and physically locate the drums in the warehouse and move them to a staging area.
2. The drums will be re-labeled, matching the container numbers.
3. The warehouse personnel will then load the outbound truck based on the load list.

Outbound Router:

1. After the warehouse has notified you that all of the containers have been loaded onto the truck, go to HZAM and Inquire on the Load number. The load should be "STAGED", which means all the documentation has been prepared and is awaiting log out.
2. Key a "L" in the Function field and press "Enter". This open fields for you to complete and to delete any containers that may not be shipped. To delete a container off the load place an 'X' next to the container number.
3. Once you verify the load is correct press "ENTER". The status of the load should change to "Pending". After a few moments press "ENTER" again and the load goes to "In-Transit".
4. If the load stays in the PENDING status for longer than 10-20 minutes contact your supervisor or use that ON CALL schedule list to talk to a trainer for help.

GC
SCREEN

GCØG - Facility Primary Disposal Options

Purpose: GCØG is used to view TSDF process codes and the applicable descriptions. These codes are also known as "handling codes", as determined by the EPA and listed in 40 CFR.

Menu: Accessed from the Hazardous Waste Menu.

Screen: GCØG

Special Function Keys: *NONE*

Steps:

1. To view a complete list of process codes applicable for Safety-Kleen TSDFs:
   a. FUNC: 'I' (Inquire) should be left in this field.
   b. PROCESS: leave blank. *To view a specific process code description, enter the code.*
2. Press **[Enter]**. *The system displays a list of process codes in alphanumeric order.*

HZ
SCREEN

HZ06 - Initially Entering Containers into System

Screen/Purpose: HZ06 is used for the initial receipt of hazardous waste containers. This is where containers first are entered into the system.

Note: After you have entered a container into the system any changes to the containers must be done on HZAT.

Steps:

1. Select **HZ06** from the **MF INBOUND MENU** or press the HOME key to move the cursor to the upper left of the screen and key in **HZ06** and press (Enter) .
   The *Initial Container Entry* screen appears.
2. The fields below will open up and will be highlighted for you to enter data.

LOCATION: 202802 TYPE	DOCUMENT AND/OR ALL HEADING INFORMATION - PRESS ENTER			
DOCUMENT:	CUSTOMER			
IN-PRCS	WGT	VOL	FED EPA ID:	
DOC/CNTN COUNT	SELECT BY: D (D=DOC+CUST, C=CUST)			
PICKUP DATE:	RECEIVED DATE:	VEHICLE:	S	

   A. For Site-Generated Waste: type your site's federal EPA ID number, the Pickup Date and Receive Date.
   B. For Customer-Generated Waste: Select how you want to call up containers.
      - *The default is 'D' for only those containers that are associated to the Document and Customer #. With this choice key both.*
      - *'C' is for all containers associated to the customer. With this choice key only the customer number.*

   Also key the Pickup date, Received date and the Vehicle number that brought in the waste.

Once you have keyed in the appropriate information press (Enter) .

3. The screen will open up line items in which you can enter in the container information needed.
   a) If there are pre-generated labels/container numbers associated to either the sales document or the EPA ID number those containers will appear on screen.
      i) If the container number you are looking for does not show up on screen then over type the first container number that appears on screen and press **F8** to move

forward. The screen will scroll forward to the screen that has the container number on it.

b) If there are no pre-generated labels/container numbers for either the sales document, EPA ID number or the number you are looking for is expired you will need to create a number and then print a label/s to be placed on the container. To do this see step 7 prior to before you do steps 4-6.

4. At the **DOC/CNTN COUNT** field, type the number of containers being logged in.

5. Fill in the highlighted fields with the container information and verify that it is correct. Continue to fill in data for all containers associated with your document until entry is complete.
If any information is incorrect you can over type it if the field is highlighted.

An important thing to remember at this point is that if you are entering site-generated waste that you do not need to enter a manifest number or tracking number at this time. Only at the time of log out will you need that information.

6. Press (Enter) .
If successful, the following message appears: **#### CONTAINERS LOGGED IN**

7. **How to create container numbers, copy existing line data and print the labels**

Creating container numbers

A. Place your cursor on the first blank field under the heading **CONTAINER NUMBER.**
B. Press (F24) . [**SHIFT + F12**]
C. A container number appears with no data attached to it.
D. Write down this number so that you can print the label for it and attach it to the drum/s.
E. Complete steps 4-6

Printing labels for the containers you created

A. Go to screen MA55-Group Label and Label Reprint
B. Enter your **LOCATION** number, **PROCESS TIME** ("N" for the next quarter hour.) and the **LBL CODE** for the type of label you want. These codes are found on the bottom of the screen.
C. Tab to section 2 - Container Label or Tag Reprints
D. Key in the container number/s for which you want labels and press (Enter) .

Copy existing line for new containers.

In order to speed up the process of logging in multiple containers that share the same information you can copy the line data for the first container you create to all new containers prior to creating them. All data will be copied except the weight/volume.

A. After entering the data for the container that you created or wish to log in place the cursor on any highlighted line of that container even if it has data on it.
B. To create a new container with the existing line data the container you chose press (F24) . [**SHIFT + F12**]

C. A new container will be created with all the same container information.
D. Write down all containers that you create and then print labels through screen **MA55.**

HZA1(RCWT) HZAI(CWT)- Logging Containers In Using Handheld (RF) Units

Screen/Purpose: HZA1/ HZAI is used to log in waste containers (or groups of containers) at an S/K location shipped to you from another S/K location. This screen is not to be used if these containers are being entered for the first time.

Steps:

1. If an RCWT site select WTAG - LOGMENU on the RF unit or tab your cursor to the upper left of the screen and type in **HZA1** and press (Enter).If you choose the second go directly to step 3.

or

If you are a CWT site key in **HZAE** and press (Enter) on the RF unit or tab your cursor to the upper left of the screen and type in **HZAI** and press (Enter).

2. Select HZA1 for RCWT or Select **HZAI** CWT
The *Login* screen appears.
All steps are the same from this point on.

3. Enter the login group number or IOD number by choosing one of the following:
   A. Scan the load number.
   B. Type the login group number. When you're finished, press (Enter) .
   C. Type in the IOD (order number). . When you're finished, press (Enter) .

4. Log in the first container or group for this load by choosing one of the following:
   A. Scan the container number or group number at the G/C field.
   B. Type the container number or group number at the G/C field and press (Enter) .

This will bring up information about the container or group that you should verify before proceeding.

5. The storage location in which you will place these containers may or may not be displayed next to **SL**. Verify that this is the correct location. If changes are necessary, type the storage area where the container or group will be placed or other changes and press (Enter)

A. FOR RCWT SITES ONLY -Assuming no changes, when you scan the next container, the first (or previous container) will be auto-ENTERed and logged in.

The container or group is logged in and the following message displays: **LOGIN COMPLETE** .

6. To log in another container or group for this load, repeat steps 4 and 5 making sure that each time you check that the container/group information and the storage location is correct. If not make changes.

7. When you or your team is finished logging in all the containers or groups for this load you must confirm that you are finished. Only one person needs to press (F6) . The system returns the message **LOGIN CONFIRMED.**

The load is now marked– the system considers all containers to have been logged in and will start the balancing of documents

HELPFUL HINTS

- You will come across containers or groups when scanning that may not scan properly because the label print is poor. Try keying in the number and then press (Enter) .
- You will come across containers or groups and the system will state **CNTR NOT FOUND.** When this occurs typically this container was assigned another number and the previous site did not put on the new label. If this occurs mark the container so you know which one it was and continue on logging in using steps 4 - 5. When you finish logging in *DO NOT PRESS F6*. Contact the office staff, report the problem and the number of containers effected. They will finish the log in and reprint the correct labels for you to place on these containers so that you will be able to scan them properly for later tasks.
- More than one person can log in a single load at the same time.

HZAB - Container Search

Screen/Purpose: HZAB allows you to research containers either at or coming into your facility through various selection criteria. You can also print the inquiry or have it print at another location.

Steps:

1. Select HZAB by pressing the **HOME** key to move the cursor to the upper left of the screen. key in **HZAB** and (Enter) .
The Container Activity screen appears.

There are two ways in which to sort your inquiry.
At the **SORT BY:** function you can choose either **1=CONTAINER** or **2=SHIPDATE**
The default sort is by container and it will allow you to narrow your search to be more efficient.

3. There are a number of criteria in which you can **SELECT** to search for container data.

a) **GRP** = Any type of *Group* number.
b) **MFST DOC** = The inbound *Manifest/BOL* number.
c) **MFST TRK** = The inbound *Tracking* number on the manifest/BOL.
d) **GENR** = The *Generator's* SK customer number.
e) **DOC** = The *sales Document* number in which the waste was originally picked up.
f) **IOD** = The inbound *Inventory Order Document* number from another SK site.
g) **SKDOT** = The *SKDOT* number of the waste description.
h) **SMPL#** = The *Sample* number on the profile for the waste.
i) **APRV FAC** = The *Approved Facility* number associated with the waste.
j) **APRV** = The *Approval number* for the waste going into an approved facility.
k) **SHIP DT** = The estimated *Ship Date* between two dates. (The sort by function must be set at **2** for this criteria.)

In most instances you use these individually. Some must be used with other select criteria. If you come across one or a combination in which the system can not search you will receive an error message. If this occurs either add or delete one of the selection criteria on screen.

4. Make your selection choice and then press (Enter) .

The screen will scroll and open up individual line items for each container associated with the above choice.

5. To view all the containers linked with your selection criteria press **F8** to go forward or **F7** to go back.

6. To view an individual container in more detail type the letter S, (select), on the highlighted function line to the left of the container number and press (Enter) .
This opens the **HZAS** *- CONTAINER ACTIVITY screen.*
See the instructions for this screen and it functions.

7. To return to the HZAB screen press **F2**.

HELPFUL HINTS:

1. If you have logged out containers from your facility and you want to view them in this screen you must change the **LOCATION** at the upper left of the screen to read the location number of the ship to site.

2. If you are trying to research containers that have not been logged out of another facility then you must change the **LOCATION** at the upper left of the screen to read the location number of that site.

WTBL(RCWT) / HZAH(CWT) - Physical Inventory Using the RF Scanners

Screen/Purpose: **WTBL** and **HZAH** is used to create a physical inventory for your site. Each time you do inventory the system creates a count batch. The screen is also used to count the individual containers and pallets for a physical.

Steps:

1. If at a site that uses RCWT then select **WTBO – MISCMENU** on the RF Unit. Select **WTBL** and press (Enter). Or **TAB** to the upper left of the screen and key in **WTBL** and press (Enter). The *Physical Inventory* screen appears.

OR

2. If a site that uses CWT then select **HZAH** on the menu and press (Enter). The *Physical Inventory* screen appears.

3. To open a new inventory or continue one that you have already started you must have the proper security clearance. Most managers and supervisors have this security. If you have the correct security type **O** at the function field and press (Enter) .

4. If this is a new batch the system will return a number that indicates the inventory batch you are counting. These numbers are site specific and in numerical order. WRITE THIS NUMBER DOWN. If you are continuing an old batch you must key in the batch number you are continuing. *YOU CANNOT OPEN A NEW BATCH UNLESS YOU CLOSE AND PRINT THE PREVIOUS BATCH FIRST.*

5. There are two types of inventory batch counts you can choose from.
   F = full physical inventory count
   P = partial physical inventory count

6. Indicate the batch type and press (Enter) .

7. At the **SL ROW** field key in the storage location or row that you're currently counting.

8. At the **G/C** field, you can scan the group/container being counted or type the group/container number and press (Enter) .
   The following message appears: **GRP/CNTN COUNTED**.

9. Continue to scan each container/group in that area until you have completed counting that location. Once complete move on to the next storage location or row. Change the **SL ROW** to reflect the area that you are now counting.

10. Once you complete counting your inventory and you want to close the batch count type in **L** in the function and press (Enter) .

11. There are a number of reports to aid you with your inventory counts. If you are a CWT site go to screen **HZAW** and chose the following reports: (You must always print number 7 in order to open a new batch count)

```
7  PHYSICAL INVN DISCREPANCY RPT
8  PARTIAL PHYS INVN BY STOR LOC
9  PHYSICAL PART CONTENT REPORT
```

12. If you are a RCWT site go to screen **WTBC** on the client and choose the following reports:

```
16 PHYSICAL INVN DISCREPANCY RPT
17 PARTIAL PHYS INVN BY STOR LOC
18  PHYSICAL PART CONTENT REPORT
```

HELPFUL HINTS

1. If either underlined message appears, follow the steps beneath it.
   - **PRT PRVBTCH 1ST** - This means you must print the previous batch first before continuing.
     Either print the previous batch or cancel it by pressing (F5) and then (Enter).
   - **PRV BTCH ACTIVE** - This means that you still have an active inventory batch in the system and must close it before you can open a new one.
     To do this type **L** at the **FUNC** field and press (Enter) . Then, print the report before creating a new physical batch.

2. When doing a partial inventory any container that you scan into the storage location on the RF screen will be automatically placed in that area if it is not already in that area. What this means is if a container is electronically in storage location DRUM01 and physically in ROW04 when you scan it then it will automatically move it to that area electronically. With this in mind please make sure that the correct storage location is displayed on screen and the physical drum is in the correct location.

HZAJ(CWT) -HZBC(RCWT)

Log Out (Using the RF Units)

Screen/Purpose: **HZBC** for RCWT sites and **HZAJ** for CWT sites is used for the logout of staged waste containers (or groups of containers) from an S/K location.

Steps:

Before using scanners to log out, loads must be in the STAGED status, manifests must be printed and document numbers added to the electronic document to use these screens.

1. For RCWT sites select **WTAJ – PRCMENU** on the RF Unit and select **HZBC** or **TAB** to the upper left of the screen and type **HZBC** (Enter).

   OR

   For CWT sites choose **HZAJ** from the menu or **TAB** to the upper left of the screen and type HZAJ and press (Enter).
   The *Logout* screen appears.

2. Scan or type in the load number at the **LGP** field

3. Type the ship date at the **S-DT** field.

4. Type the vehicle number and type at the **VHCL** field.
   Vehicle types: **S** = *Safety-Kleen,*
   C = *Common carrier*

5. When you're finished, press (Enter).
   This will open the **G/C** *field for you to log out containers or groups.*

6. Log out the first container or group for this load by doing one of the following:
   a.) Scan the container number or group number at the **G/C** field.
   b.) Type the container number or group number at the **G/C** field.

7. Press (Enter).
   Each time you press enter the system will return a message Container Logged Out

8. To log out another container or group for this load, repeat step 6.

9. When you're finished logging out all the containers or groups for this load, press (F6).
   The load is now marked—the system is reviewing all containers that have been logged out and starts checking for problems. If any problems exist an error message will appear. These problems can be researched and corrected using the large Mainframe screens.

Any containers that have not been logged out are automatically removed from the load and placed back in the site storage location.

Helpful Hints:

Important Manifest Information

1. If you have a line item that has multiple containers on it and you have not logged out all the containers then the system will automatically subtract these containers from that line item on the electronic manifest. (Screen MA4R/MA7B)

   Example: Stage SKDOT # 100392 with 10 DM 1000P
   Logout 7 DM 700P
   The system subtracts and returns the 3DM to the storage location.

2. If you do not log out an entire line item on the manifest the system will not remove that line item or any containers from the electronic manifest. You will have to go to that line item and remove it electronically as you would on the physical manifest in order to have accurate reporting data.

HZAM - STAGE/LOGOUT CONTAINERS

Screen/Purpose: **HZAM** is the workhorse of CWT. Here you can create load numbers, build your outbound load, stage your load and log out. By staging your load the system automatically creates an outbound order and any manifests you will need.

Steps:

1. Select **HZAM** from the **MF OUTBOUND MENU** or press the **HOME** key to move your cursor to the upper left of the screen and type in **HZAM** and press (Enter) .
The *Stage/Log Out Containers* screen appears.

2. At the **FUNC** field, identify what you want to do. Always start with an inquiry.
   - **I** = *inquire upon a load group*
   - **A** = *add a load group*
   - **C** = *change the contents of a load group*
   - **S** = *stage the load group, create any manifests needed and an IOD*
   - **U** = *unstage the load group, void any manifests needed and an IOD*
   - **L** = *logout the load group*
   - **R** = *remove the logout of the load group, void any manifests needed and an IOD*
   - **T** = *drop load to server (Recycle & Service Centers Only)*

I = Inquire

A. After choosing the **I** function type the load group number at the **GRP** field to be inquired upon or the IOD number at the **IOD** field and press (Enter) .

If you are inquiring, information about the load group displays.

B. Use **F8** to page through the containers and groups.
If using another function, look for the underlined task below.

A = Add

By choosing the A function you are going to create a brand new load group in which to group containers.

A. Type an **L** at the **LGRP** field and press (Enter) .

The following message displays: **INQUIRY COMPLETE** and a new Load number will be issued. WRITE THIS NUMBER DOWN!

The function will also have changed from an **A** to **C** in order for you to change the makeup of this new load group.

B. To see the steps involved with this go to the section C = Change.

C = Change

Building a load or adding containers to a load.

A. After you have chosen the **C** function fill in the **LGRP** field with the existing Load number, press (Enter).

B. Here you can key any new information at the highlighted fields pertaining to your outbound load as well as change any of the information.

TO LOC = The location where the shipment is going. Not necessarily the TDSF.
SCH SHIP = The scheduled date of shipment.
TSDF = The terminating site of any waste that for which you need to create a manifest or BOL. You must use their EPA ID number.
VENDOR ADDR = This displays the vendor address when a PO# is used.
TRNP EPA = The EPA ID number of the carrier.
TRNP DT = Enter the date the transporter signed the manifest.
TRNP PLATE# = Enter the license plate number of the vehicle taking the waste off site.
PO = Purchase Order Number
CUST = Customer
SMT = Stock Movement Ticket

C. You can also add containers or groups to your load via a number of select criteria. This is how you choose what containers to add to the outbound load.

GRP = Group number (Pallet, BNM, Consolidated Container)
MFST TRCK # = The manifest tracking number of the inbound manifest/BOL
CONTAINER = A container number.
STOR LOC = The storage location where the waste is stored on your site.
SKDOT = The SKDOT number of the waste you want to add to the load.
PART = The part number of the waste.
APRV LOC = The approved ship to site.
APPROVAL = The approval synonym for the outbound waste.

D. When containers are displayed the **F-SW** switch is opened displaying an **I** . This means that you tab down and put an **X** next to the containers you wish to add. If you want you can change this switch to an **E** which means that you tab down and put an **X** next to the containers you wish to exclude from the load. When you're finished, press (Enter) .
The following message is displayed. **CHANGE(S) COMPLETE.**

E. Continue to select containers and add them to your load. A running total of containers added is displayed at the bottom of the screen.

Deleting or taking containers off the load

A. Next to each container and group number is a small line under the heading **F** for function. Place the letter **D** on the line and press (Enter) .

B. The line total should now total less the number of containers you deleted off the load.

S = Stage

This is used when a built load group is ready to get an IOD number and a manifest/BOL.

A. After choosing this function the **PRT MFST** field opens asking you whether or not you want a manifest to release to the print spooler for printing on the quarter hour. If you want it to do so then change the default to **Y**.

B. If you want to edit the manifest/ BOL prior to it release to the print spooler then leave the default at **N**. Then proceed to the On Demand screen MA4X and release it from there.

C. Make any changes to the shipping data as needed and press (Enter) .
D. The system displays the new IOD number in the **IOD** field at the top of the screen and the Manifest/BOL numbers at the bottom of the screen .
Please WRITE THESE DOWN.
E. The **STATUS** in the upper right of the screen now reads **STAGED.**

U = Unstage

A. If you find the need to unstage your load after choosing this function and pressing (Enter) the system will prompt you to key the letter **Y** if you are sure and press (Enter).
B. The system will void out any and all manifests created and the **IOD**. It also will delete all the shipping data. All containers remain attached to the load group.

L = Log Out

A. After choosing this function if all the containers and associated documents pass the edits the **STATUS** changes to **PENDING.**
B. After a short period of time press (Enter) again the **STATUS** should read either **IN-TRANSIT** or **OUTSIDE SHIP**.

R = Remove Log Out

You can only do this if the ship to site has not already logged in the waste thus closing the IOD.

A. If you find the need to remove the log out after choosing this function and pressing (Enter) the system will prompt you to key the letter **Y** if you are sure and press (Enter) .
B. The system will remove the logout of all containers on the load and will void out all manifests created and the **IOD**. All containers will remain attached to the load group.

T = Drop Load to the Server in RCWT

These would be either Envirosystem Loads or other Direct Shipment loads.

A. At the **FUNC** field, type a **T.**
B. Fill in the **LGRP** field with the existing Load number. Press (Enter) . Type a **Y** in the **FUNC** field to acknowledge that you want to drop the load.

HZAO - Logging In Documents

Screen/Purpose: HZAO is used for the entry or acknowledgment (acknowledging the receipt) of the documents that will be used to balance a load at login time.

Steps:

1. Select **HZAO** from the **MF INBOUND MENU** or press the HOME key to move your cursor to the upper left of the screen. Key in HZAO and press (Enter).
The Login Document Entry screen appears.

2. Type the login group (load number) and/or inventory order document and press (Enter) . The screen will scroll and show the documents that are associated to your load you are logging in.

3. There will be multiple functions that you can choose from in order to acknowledge that you received the proper documents.

TYPE FUNC(I,A,C,T,R OR B)

I=Inquire A=Add document number C=Check T=Total(Branches only) R=Remove B= Balance

4. Once you choose the function to use fields will open in which you can enter data. Please complete the following fields for the transporter EPA ID number, license plate number, the transporter date as well as the date that you as the TSDF sign.

TRNP RGLT ID:	TRNP DATE:
TRNP PLATE#	TSDF DATE:

This information auto populates the Manifest Data Entry screens (MA4R) but does not close the manifest. You must do that through the MDE screens.

5. Choosing the right function for the job

C = Check

This is the best and most reliable method.

A. To acknowledge by checking off existing documents from an existing group, type **C** at the **FUNC** field and press (Enter) .
B. At the **F** field for each tracking document or preprint, type an **A** to acknowledge that you have the document or a **D (to delete)** if you don't have the document. Press F8 to move on to the next screen and repeat the acknowledging until all documents have been checked.
C. When you're finished, press (Enter) .
D. The Status designation in the upper right of the screen will say PENDING. The system is now balancing the document data to the container data.

E. After a short period of time, 30 seconds to a couple of minutes, press (Enter) again. The status should now say RECEIVE .

T = Total (Branches Only)

Acknowledgment by totals is the quickest way of acknowledging documents, but it's not always successful. If it doesn't work, use another method of acknowledging.

A. To acknowledge by totals from an existing group, type T at the **FUNC** field and press (Enter) . If necessary, fill in the highlighted fields.
B. At the **TOTAL DOCS** field, type the amount of tracking documents that you received for this load and press (Enter) .

A = Add

Acknowledge documents by keying in all tracking numbers and/ or preprint numbers that are associated with the inbound load.

A. To acknowledge by adding tracking documents from an existing group, type A at the **FUNC** field and press (Enter) .
B. You can then add to or change any highlighted information. To add a tracking document, type A at an empty line's F field and fill in the rest of the highlighted fields on that line.
C. When finished, press (Enter) .

R = Remove

This removes the receipt of all documents on the load.

A. At the **FUNC** field, type R and press (Enter) .
B. Type Y and press (Enter) .
The following message displays: **REMOVAL OF DOCUMENT RECEIPT(S) COMPLETE**

B = Balance

This force balances a load for Recycle centers.

A. At the FUNC field, type B and press (Enter) .

HZAP(RC) - HZAG(AC, DC, OC)
Moving/Grouping Containers and Groups
Using Handheld Units

Screen/Purpose: For facilities set up as RCWT sites HZAP is used to group together containers and groups to other groups and move them to storage areas. For all sites set up as CWT sites the screen is HZAG.

Steps:

1. For RCWT sites select WTAI - MOVEMENU on the handheld unit.
The screen will scroll. Select HZAP by tabbing to it and pressing (Enter).
You can also get directly to this screen by moving your cursor to the upper left of the screen you are in by typing in HZAP and pressing enter.

or

For CWT sites select HZAE - HZ RF MENU on the handheld unit.
The screen will scroll. Select HZAG by tabbing to it and pressing (Enter).
You can also get directly to this by screen by moving your cursor to the upper left of the screen you are in by typing in HZAG and pressing enter.

2. The Group/Move screen appears.
FROM THIS POINT ALL STEPS ARE THE SAME REGARDLESS OF WHAT TYPE FACILITY SYSTEM YOU ARE USING.

Grouping Steps:

Grouping Containers and Groups to Larger Groups - Ungrouping and Removing Groups

At the FUNC field, identify what you want to do.
G = *Group,* U = *Ungroup a container or smaller group from a larger one.,* R = *Remove all containers or smaller groups from a larger group*

Types of groups
Groups always begin with a letter and followed by a number.
CC12345678 = *Consolidated Container*
P12345678 = *Pallet Number*
L12345678 = *Load Number*

BNM12345678 = Rolloff Number

G = GROUP

1. At the AGP field, type or scan the group number that you are building.
This number is created on the mainframe screens and will either be on a label for you to scan or given to you to key in. Please make sure that you have it written down for reference while you are working with it.

2. Tab to the G/C field. Either scan a container / group number, or type the number you wish to add and press (Enter) .

3. The following message displays: GROUPING COMPLETE
At the AGP TOTL a running total of containers you are adding to the group continues to update each time a container /group is added.

U = Ungroup

1. At the AGP field, type or scan the group number from which you are taking off containers/groups.

2. Tab to the G/C field. Either scan a container / group number, or type the number you wish to take off and press (Enter) .

3. The following message displays: UNGROUP COMPLETE
At the AGP TOTL a running total of containers you are taking off the group continues to decrease each time a container /group is subtracted.

R = Remove

This removes all containers/groups from the larger group.
1. At the AGP field, type or scan the group number from which you are removing all the containers/groups and press (Enter) .

2. The system will prompt you to key in Y if you are sure. Verify that the total number of containers is correct. Then, type Y at the FUNC field and (Enter) .

3. The following message displays: REMOVE COMPLETE

Moving Steps:

Moving Containers/Groups From One Storage Location to Another

1. Type M at the FUNC field.

2. At the SL field, indicate the container/group's new storage location by typing the storage area number or name.

3. At the G/C field, you can either scan a container/group number, or you can type the number and press (Enter) .

4. The following message displays: MOVEMENT COMPLETE

HZAQ - Logging Containers Into Your Facility

Screen/Purpose: HZAQ is used to log containers into a location while using the mainframe PC's. You can also inquire on possible groups that can be logged in.

Steps:

1. Select HZAQ from the MF INBOUND MENU or use your HOME key to move the cursor to the upper left of the screen and type in HZAQ and press (Enter).
The Container Log In screen appears.

2. Fill in the LOGIN GRP *and /or* IOD fields (if necessary) and press (Enter) . The screen will scroll and display containers and /or groups that need to be logged in and will open fields that will allow you to enter data. It is important to verify that this information is correct. That container counts and documents match prior to logging in containers.

3. If not already filled in, type the receipt date, vehicle number, and authorization number if a common carrier was used to ship the material.

4. For each container or group that appears on screen you must key in a storage location where these containers are to be logged in. First you must set your TRICKLE BY switch.

TRICKLE BY: 2 1=ALL, 2=SKDOT

This switch selects how containers are logged into storage locations. If you want all containers to go into one location then regardless of SKDOT the choose 1=ALL. If you want to enter each location for each SKDOT then choose 2=SKDOT.

5. A storage location can be a *default storage location* if that has been preset for your location. These default locations will automatically show up on screen if you have them set up. Please verify that these storage areas are correct.

6. If there is no storage area then you must key in the location synonym such as DRUM01, FRS04, SA, ROW12, TRLR02. These synonyms will be specific to your site so please keep a list of them in a handy location for your reference.

7. Key in the information on the first page on screen press F8 to move on to the next screen. Continue to do this until all containers for this load have been assigned a storage location.

8. When you're finished, press (Enter) .
The following message displays: LOGIN COMPLETE

Helpful Hints: Use these should you need to change information on container data.

Correcting line item information.

1. You can correct any of the highlighted line item information by typing over it. Continue to go from screen to screen using F8 to go forward or F7 to go back. Make sure all the information is correct and when finished, press (Enter) .

The following message displays: LOGIN COMPLETE

Deleting or marking a container so that it is not logged in.

1. If you do not want to login a container then you will need to mark it so that it does not get logged in. At the F-SW field, indicate whether the "marked" containers will be included or excluded from login.

F-SW: E EXCLUDE (This switch has a default of E)

I = *all marked containers will be included,* E = *all marked containers will be excluded.*

2. At the F field next to each container/group, mark the containers by typing an X. F8 to move through each screen until all containers are marked.

3. When you're finished, press (Enter) .

The following message displays: LOGIN COMPLETE

HZAS - Container Activity Inquiring Upon and Managing Containers

Screen/Purpose: HZAS shows the transportation activity and detail for a container. It Allows you to delete either your log in or log out of a container. Or to change the SKDOT of a container.

Steps:

1. Select HZAS from the MF INQUIRY/MAINTENANCE MENU or press the **HOME** key to move your cursor to the upper left of your screen. Then key in **HZAS** and press (Enter) .
The Container Activity screen appears.
(If you enter this screen via **HZAB** - *Container Search* then the container you selected will already be displayed.)

2. At the FUNC field, identify what you want to do.
I = *Inquire upon an active container,* C = *Change the SKDOT,* D = *Delete will back out the last log in or log out for the container from your location only.*

3. How Each Function Works

I = Inquire

A. To inquire on a container key in the **CONTAINER** number and press (Enter) .
If you are inquiring, the system displays all the information associated with the requested container, including all the locations that have logged in and out the container.
Information displayed will be :
Storage location at current facility; Group number; Original generator; SKDOT# and description; Sample #; Part #; Status; Approved facility #; and Approval #; Manifest #; Tracking #.

C = Change

A. To change the SKDOT (the DOT description) of a container that you have logged in or out at the FUNC field key in C and the container number and press (Enter) .
B. You can replace the highlighted SKDOT by typing over it and then pressing (Enter).

You can only change the SKDOT for your location's log in or log out of the container.

D = Delete

A. To delete the last Log In or Log Out for a container by your facility at the FUNC field key in D and the container number and press (Enter) .
B. The system will ask you if you are sure that you want to complete the delete of this container and prompt you to key in " Y" . If you are sure at the FUNC field, type Y and press (Enter) .
C. The last log in date or log out date will be deleted.

This function can only be used by the last location to log in or out the container.

Helpful Hints

There is some information that is not visible upon entry in this screen. Rarely will you need to use it but in case you find the need do the following.

CHANGES TO THE CONTAINER

If changes occur to any data tied to a container the system records the type of change, date and who made the change. To list any comments regarding changes to the container Press (PF17) . The *Container Audit Notes* screen appears.

HZAT - Container Update

Screen/Purpose: HZAT is used by the location where a container currently resides to change most information associated with a container. Changes made in this screen will also change data in the *Manifest Document Entry* screen. **MA4R**

Steps:

1. Select **HZAT** from the **MF GENERAL ADMINISTRATION MENU** or press the **HOME** key to move the cursor to the upper left of the screen. Key in **HZAT** and press (Enter) .
The *Container Update* screen appears.

2. There are multiple functions from which you can choose that will allow you to make changes. These functions are:

I = *Inquire upon containers logged in to a location.*
C = *Change container information.*
H = *move a container from a non-hazardous document to a Hazardous manifest.*
CO= *Change volume on a container to an Outside vendor.*
M = *change SKDOT for all containers on a manifest line item at one time.*
MM = *change the Manifest Document number.*
R = *Rejecting a container.*
Note: A Recycle facility on RCWT cannot use function "**R**" to reject containers.

3. In order to complete the function you choose you must also fill in criteria in how to select the containers you wish to change. This select criteria can be entered individually or must be entered in conjunction with other criteria. These criteria are:

GRP = *Any Group number associated to the containers while at your site.*
MFST DOC = *The Manifest or BOL number.*
MFST TRK = *The Tracking number assigned the manifest/BOL.*
CNTN = *The Container number.*
GENERATOR = *The original customer number for a customer.*
DOC = *The original sales document number for the container/s.*
INVN ORD = *The IOD number used for a log out from an SK site.*
SL = *The Storage Location in which the containers are stored at your site.*
SKDOT = *The number assigned to determine the DOT description.*
CTYPE = *Container type.*

4. At the **FUNC** field key in any function mentioned in step 2 and fill in one or more of the highlighted **SLCT** fields and press (Enter) .

If you are inquiring, the system displays all requested containers that have been logged in or scheduled to come into your location.
When using another function, follow the tasks below.

C = CHANGE

A. Choose this function and any criteria and press (Enter) .
B. You can change any of the highlighted information by adding to or typing over it and press (Enter) . The information you can change is the weight/volume, unit of measure, generator number, SKDOT, part #, container type, line of business, and sample #. *Any information changed here will automatically update the manifest data in MA4R.*

You can delete unused scheduled container numbers by using the Change function also. Choose the container/s you want to delete and type an **x** at the container's **x** field. When you're finished, press (Enter) .

H = MOVE CONTAINER/S FROM A NON-HAZ DOC TO A MANIFEST

If the waste terminates at your site.
A. Choose this function and enter the **GENERATOR** and **DOC** and press (Enter) .
B. The system will open the SKDOT field and the manifest tracking number field.
C. Key in the tracking number of the manifest you want this container to be moved to, change the SKDOT and press (Enter) .

CO = CHANGE THE VOLUME OF A CONTAINER TO AN OUTSIDE VENDOR

For waste that you have already logged out to an outside vendor.
A. Choose the function and the select criteria.
B. Change the volume and press (Enter) .

M = CHANGE THE SKDOT FOR ALL CONTAINERS ON A MANIFEST LINE ITEM

A. Choose the function and the select criteria of **TRK + SKDOT + C TYPE** and press (Enter).
B. Your SKDOT field will open. Key in the new SKDOT number and press (Enter) .

R = REJECTING CONTAINERS

To see information on the correct way to Reject a container, please go to the Step by Step instructions, Rejecting Containers. These instructions can be found in the Lotus Notes Desktop icon entitled Corporate Waste Tracking on Colacorp.

MM = CHANGE A MANIFEST/BOL NUMBER

A. At the **FUNC** field, type **MM**.

B. At the **SELECT** fields, type either the **MFST TRK** or the **GENERATOR + DOC** and press (Enter) .

All the containers associated with the manifest tracking or sales document number appear. The first container is open for change.

C. At the **MFST DOC NUM/TYPE** field, type the correct manifest document/BOL and press (Enter) .

All the containers that were displayed now have the correct manifest document number and type.

The system displays the following message: **CHANGE(S) COMPLETE**.

Note: *If the container has been logged in and out of your location, the manifest number/type can be changed but only for your location.*

If the container has been logged in but not out, you can change the manifest number/type for your location and any following locations.

Corporate Waste Tracking – Administration: April 13, 2000

HZAW - Requesting Reports Off the Mainframe

Screen/Purpose: **HZAW** is used to request various reports for the Hazardous Waste tracking system.

Steps:

1. Select **HZAW** from the **MF INBOUND MENU** or press the **HOME** key to move your cursor to the upper left of the screen. Type in **HZAW** and press (Enter) .
The *Requesting Waste Reports* screen appears.

2. Type the report number that you want and press (Enter).
The report numbers and report description are listed in the middle of the screen.
Press F8 to view more report number options that are not listed on the first screen.

REPORT#	DESCRIPTION
1	EXPECTED INBOUND (DETAIL)
2	EXPECTED INBOUND (SUMMARY)
3	LOGIN BALANCE STATUS REPORT
4	STAGE/LOGOUT BAL STATUS REPORT
5	OUTBOUND LOAD SHEET
6	FINAL DISPOSITION REPORT
7	PHYSICAL INVN DISCREPANCY RPT
8	PARTIAL PHYS INVN BY STOR LOC
9	PHYSICAL PART CONTENT REPORT
10	ACTIVITY REPORT
11	FIRST PICKUP OF PAPER PROFILES
12	RMP CURRENT INVENTORY REPORT
13	RMP EXPECTED WASTE REPORT
14	CONTAINER SUMMARY REPORT
15	CONTAINER DISPOSAL ITEMIZATION
16	SAMPLE ANALYSIS SHEET(S)
17	PCB LOG REPORT
18	OUTBOUND LOAD CONTAINER XREF
19	SAMPLES AVAILABLE FOR DISPOSAL
20	ALL PROFILES FOR A CUSTOMER
21	ALL PROFILES W/O APPROVED FACILITIES
23	LOAD LIST BY CONTAINER NUMBER
24	LOAD LIST BY OUTBOUND APPROVAL
26	OUTBND LOAD BY LAST 5# OF CNTN

3. For each report you may need to fill in highlighted fields with the appropriate report parameters listed below. Once you fill in the appropriate information press (Enter) .

1. *Expected Inbound (Detail)* – **GROUP** *number*
2. *Expected Inbound (Summary)* – **GROUP** *number*
3. *Login Balance Status Report* – **GROUP** *number*
4. *Stage/Log Out Balance Report* – **GROUP** *number*
5. *Outbound Load Sheet* – **INVENTORY** *order number and* **SHIPPED DATE**
6. *Final Disposition Report* – **BEGIN**ning *and* **END**ing *date and time*
7. *Physical Inventory Discrepancy Report* – **BATCH** *number*
8. *Partial Physical Inventory by Storage Location* – **BATCH** *number*
9. *Physical Part Content Report* – **BATCH** *number*
10. *Activity Report* – **BEGIN**ning *and* **END**ing *date and time,* **PRINT LOC**ation.
11. *First Pickup of Paper Profiles* - **BEGIN**ning *and* **END**ing *date and time*
12. *RMP Current Inventory Report* - **STate LIST** *(Either use CA, NJ, or blank)*
13. *RMP Expected Waste Report* - **STate LIST** *(Either use CA, NJ, or blank)*
14. *Container Summary Report* - **CUST**omer # + **BEGIN**ning *and* **END**ing *dates*
15. *Container Disposal Itemization* - **CUST**omer # + *sales* **DOC**ument # *or* **MFST#**
16. *Sample Analysis Sheet(s)* - **GROUP#** *(Load Number)*
17. *PCB Log Report* - **BEGIN**ning *and* **END**ing *date*
18. *Outbound Load Container Xref* – **INVENTORY #** *(Outbound IOD#)*
19. *Samples Available For Disposal* – **PRINT LOC:**
20. *All Profiles for a Customer* – **CUST**omer *number* + **PRINT LOC**ation#
21. *All Profiles W/O Approved Facilities* – **CUST**omer *number* + **PRINT LOC**ation#.
23. *Load List by Container Number* – **GROUP** *number*
24. *Load List By Outbound Approval* – **GROUP** *number*
25. *Outbnd Load by Last 5# of Cntn* – **GROUP** *number*

4. Wait approximately 10 minutes and pull up the report via the RJE.

HELPFUL HINTS

When requesting the PCB Log Report #17 it goes into the "INFOPROD" system. To print this report on demand you must go into that and request it. The following steps will help you in printing the report.

1. From the TPX menu activate **INFOPRD1** – (auto signon)
   This takes you to the VIEWING MENU.
2. In the viewing menu tab to the section that says:
   DISPLAY LIST OF REPORTS/TOPICS: NO (YES/NO)
   DISPLAY LIST OF VERSIONS: NO (YES/NO)
   DISPLAY SECTION INDEX: NO (YES/NO)
3. Here place a '**Y**' in each field to view all reports available and press (Enter).
4. The screen will scroll and take you to the REPORTS MENU.
5. Here tab to the report you want to view / print. In this case **HZD6054A PCB LOG REPORT** and type an '**A**' to activate the report and press (Enter).
6. You will now be in the REPORTS VERSION menu. From this menu you will see a listing of reports requested at various times by various facilities. It will be important to know approximately what time you requested this report. Tab to the one you want and type '**A**' to activate it and press (Enter).
7. This takes you to the REPORT SECTION INDEX. Here you will see the facility number of who requested the report. Once again tab to the field and type '**A**' to activate the next screen and press (Enter).

8. This takes you into the report itself so that you can view it on screen.
9. To print the report press **F2.**
10. This takes you to the PRINTING MENU.
11. To print complete the following fields.

    FROM ==> PAGE: **000001** OF SECTION: 719 - *Here leave the start at 1.*
    TO ==> PAGE: **000001** OF SECTION: 719 –*Here change it to read 999*
    NUMBER OF PAGES TO BE PRINTED: 000001 – *Change to read 999*

    PRINTER: **B** (O - ONLINE/ B - BATCH) – *Leave this at B.*

    // ENTER REMOTE ID AFTER '*' IF PRINTING TO REMOTE – *After the * type in your RJE remote ID. This is NOT your site number. It is your specific RJE address.*

12. When finished press (Enter). The system will send it to the RJE system for you to print.

HZAY - Manifest/s Created for Staged Group

Screen/Purpose: HZAY is to allow sites the ability to inquire, and change data for manifests and BOL's generated in HZAM.

Steps:

1. Select HZAY from the MF OUTBOUND MENU or press the HOME key to move your cursor to the upper left of the screen. Type in HZAY and press (Enter). The *Manifest(s) Created for Staged Group* screen appears.

2. Type in the LOGOUT GRP or IOD number after you have staged your load and received a tracking number for out bound waste and press (Enter).

3. When the screen scrolls it will reveal all tracking numbers for this load under the field MANIFEST TRACKING#.

4. The remaining fields are either information fields or entry fields depending upon data tasks performed in other screens.
   A. PRT? = Shows whether or not the tracking number has been printed.
   B. MANIFEST DOCUMENT# = The manifest document number on the manifest as it will be printed and how it is keyed into screen MA4R (M.D.E.). Here you can add the correct information prior to printing and it will print it on the document.
   C. STATE DOCUMENT = The state specified number on the manifest that is pre-printed in item A of the form. If it is visible the system is reading it from screen MA4R. If it isn't visible then you can key in the data here and it will populate that field in MA4R.
   D. FORM CODE = The form type upon which the document will be or has been printed. If you have not printed it yet you may modify the code here.

5. The STATUS at the top of the screen gives you the same information as you see in HZAM.

6. Once you make any changes here press (Enter).

HZB2 - ADDITIONAL CONTAINER INFORMATION

Screen/Purpose: HZB2 will be used by Service Centers to maintain inquire upon and change the approved facility, approval synonym and container sub type at the container level.

Steps:

1. Select **HZB2** by pressing the designated PF key while in the **HZAT-CONTAINER UPDATE** screen or press the **HOME** key to move your cursor to the upper left of the screen and key **HZB2** and press **(Enter)**.
The *Additional Container Information* screen appears.

2. Choose the task you want to perform and key it in at the **FUNC** field.
I = *Inquire*
C = *Change*

3. You can duplicate the data you key to all open containers needing the same approval by setting the **TRICKLE** field.
1 = YES -Trickle or duplicate this data to all containers.
2 = NO - Do not trickle or duplicate the data. With this selection you must enter each approval for each container individually.

4. Choose the criteria by which you will call up the containers you want to view or change. The criteria are:
GRP - The group to which the container has been associated.
CNTN - The actual container number.
MFST TRK - The manifest tracking number the containers are assigned to.
SKDOT - All containers logged in with selected SKDOT will be selected.
DOC - The sales document the containers came on into the location.
GENR - The generator of the container. Either the customer number or SK #.
IOD - Is the inbound IOD number.

5. At the **UPDATE EXISTING** field you can choose to update containers that already have approvals on them.
N = No - This is the default setting. With this in place you can call up containers using any of the criteria in step 4 and if containers appear that have existing approvals that you *do not* want changed you can key in the approval at the open field and it will trickle only to containers that have no approval on them.
Y = Yes - This will enable you to have the approval you key in on the first container to overwrite all existing approvals for all containers as well as those containers that have no approvals.

6. Press (Enter) .

The screen will scroll and display the containers that you have selected in SKDOT numerical order. To move through these SKDOT's press F11 to go forward and F10 to go back.

There is also view only fields. Here the system displays the manifest tracking number, generator number and name, SKDOT number, description and up to 9 EPA waste codes. This can be seen in the example below.

MFST TRK: 93454654	GENR: 5176011656	BORDEN CHEMICAL INC
SK DOT: 0001014	Z METHYL ALCOHOL, METHANOL	F003
F003 D001		

C = Change

A. The APPRV FAC, APPROVAL and S TYPE fields will open if the change function is chosen.
B. Key in the data that is pertinent to the container. If you want the data to trickle make sure your flags are set up properly as described in steps 3 and 5.
C. Once complete press (Enter) .

HELPFUL HINT

Next to each container there is listed the profile control number. You can change it to display the sample number by placing an S at the CTRL/SMPL field in the header.

HZB4 – Unpacked Container Log-In

Screen/Purpose: HZB4 is used to create and log in containers that are being unpacked (de-consolidated) from the original container. This is typical in the lab pack business.

Steps:

1. Select **HZB4** from the **INBOUND** CWT menu; or press the **HOME** key to move the cursor to the upper left of the screen key in **HZB4** and press (Enter).
   The *Unpacked Container Log-In* screen appears.

2. At the FUNC field key in the function for the task you want to perform.
   I = Inquire
   A = Add
   C = Change
   D = Delete
   K = Copy (Copy unpacked container information)
   P = Print (Print Labels for unpacked containers)

3. At the **ORIG CNTN#** field key in the container number that you want to unpack or de-consolidate into multiple, valid containers and press (Enter).
   If the container is not an unpacked container you will receive the message:
   THE CNTN IS NOT AN UNPACKED CONTAINER.
   If it is an unpacked container the system will display the containers that have been created from unpacking.

4. To create a de-consolidated container in the **FUNC** field key in **A** to add a container.

5. The system returns with a new container number and the following fields open for your entry. This information can be changed to meet the characteristics of the unpacked container and material within it.
   WT/VOL – Weight/Volume
   UM – Unit of Measure (P,G, etc)
   STORLOC – Storage Location
   CTYPE – Container Type (DM, DF, CF, etc)
   PART# - Part Number
   SKDOT# - SKDOT Number
   APRV – Outbound Approval and approved facility

6. When creating unpacked containers add the outbound you must add the Outbound Facility and Approval here. This is the only time you can add this information for multiple

containers. If this information is not entered here then you will have to go to screen HZB2 and complete the information one container at a time.

7. Once this information is complete press (Enter).
   The system returns the message **ADD(S) COMPLETE.**

Copying Unpacked Containers

When de-consolidating containers there may be a need to create multiple containers containing the exact information as the first unpacked container. In other words to copy it.
Follow the steps below.

1. In the **ORIG CNTN#** field key in the original container number logged into the system.

2. In the **UNPACKED CNTN#** field key in the unpacked container number that you want to copy.

3. In the **# TO BE DUPLICATED** field key in the total number of containers you want copied with the **UNPACKED CNTN#** information.

4. Press (Enter).
   The system will return the number of containers you requested.

5. When creating unpacked containers add the outbound you must add the Outbound Facility and Approval here. This is the only time you can add this information for multiple containers. If this information is not entered here then you will have to go to screen HZB2 and complete the information one container at a time.

6. You will need to complete the **WT/VOL** and **UM** information for the copied containers. Once this is complete press (Enter).
   The system returns the message **ADD(S) COMPLETE.**

Printing Labels for All Unpacked Containers

1. At the **FUNC** field type **I**

2. Key in the original container number in the **ORIG CNTN#** field and press (Enter).

3. The system will return all the unpacked containers associated to the original.

4. At the **FUNC** field type **P** to print.

5. The system will return the message **PRESS ENTER TO SUBMIT ALL UNPACK CNTN(S) TO PRINT.**

6. Press (Enter).

7. The system will submit all container labels to RJE for printing. Check your print que at the quarter hour for labels.

Printing Labels for Select Specific Unpacked Containers

1. At the **FUNC** field type **I**
2. Key in the original container number in the **ORIG CNTN#** field and press (Enter).
3. The system will return all the unpacked containers associated to the original.
4. At the **FUNC** field next to the container numbers you want labels for type **P** to print and Press (Enter).
5. The system will return the message **LABELS SUBMITTED TO PRINT FOR MARKED CONTAINER(S)**
6. The system will submit all container labels to RJE for printing. Check your print que at the quarter hour for labels.

Deleting All Unpacked Containers

1. At the **FUNC** field type **I**
2. Key in the original container number in the **ORIG CNTN#** field and press (Enter).
3. The system will return all the unpacked containers associated to the original.
4. At the **FUNC** field type **D** to delete and press (Enter).
5. The system will return the message **CONFIRM DELETE ALL WITH FUNC = Y, PRESS ENTER.**
6. Type **Y** in the **FUNC** field and press (Enter).
7. The system returns the message **DELETES COMPLETE**

Deleting Select Unpacked Containers

1. At the **FUNC** field type **C**
2. Key in the original container number in the **ORIG CNTN#** field and press (Enter).
3. The system will return all the unpacked containers associated to the original and the message **TYPE LINE FUNC -D- TO DELETE CONTAINER FROM UNPACK**
4. At the **FUNC** field next to the container numbers you want to delete for type **D** and Press (Enter).
5. The system returns the message **CHANGES COMPLETE**

Inquiring upon Unpacked Containers

1. At the **FUNC** field type **I**.
2. At the **ORIG CNTN#** type the original container number and press (Enter).
3. At the select unpacked container you want information about TAB to the function field next to the container number and type **S**. Then press (Enter).
4. The system brings you to the HZAS – Container Activity Screen.
5. To return back to HZB4 press **F2**.

Corporate Waste Tracking – Administration: May 10, 2000

HZB6 – Mass Initial Container Entry

Screen/Purpose: **HZB6** is used for the initial receipt of hazardous waste containers. This is where containers first are entered into the system. Here is where you can quickly enter multiple containers into the system without having to scroll through many screens as you would in HZ06.

Steps:

1 Select **HZB6** from the **MF INBOUND MENU** or press the HOME key to move the cursor to the upper left of the screen and key in **HZB6** and press (Enter).
The *Mass Initial Container Entry* screen appears.

2 The fields that are open for entry when you first enter the screen are SELECT criteria fields. These allow you, the user to select which criteria will call up the containers that you want to log in. These fields are:

CUST – The generators customer number.
EPA ID – Used for SK site logging in plant generated waste
CNTN – The specific container number
SLS DOC – The sales document.
MFST TRCK – The inbound manifest tracking number.
SKDOT – The SKDOT # associated to the manifest line items.
SMPL – The sample (Profile/Prequal) number for the line item.

3 You must use a customer number when logging customer generated waste. If you are logging plant-generated waste use your EPA ID number. In order to narrow your search you can select one or more other criteria. It is recommended that you choose the tracking number or the sales document number in combination with the customer number. Then press (Enter).

4 The screen scrolls and opens up two sections:
a) **DUP DATA** – The Duplication Data section where data you key will be duplicated to all containers for log in purposes.
b) **F CONTAINER** – The function / container section where the container numbers that match the selection criteria can be selected for log in purposes.
Each section will be dealt with separately for the purposes of training even though they have a one to one relationship.

5 The **DUP DATA** section is the area that will allow the user to key log in data over multiple containers at the same time. This is done in one of two ways.
a) **CNTN** – Choose a container that is already logged in with the similar criteria you want to duplicate and type in the number in this field.
b) Press **F13** (**SHIFT** key & **F1**) to place the data from this container in the duplication fields.
OR
c) Key in the individual key pieces of data for log in as follows:
WGT/VOL – The weight or volume of the container/s.
UOM – The unit of measure for the containers. (P, G, etc)

STOR LOC – The storage location in which the containers are to be logged.
SKDOT – The SKDOT number associated to the waste description on the manifest.
CNTN TYPE – The type of container used for login. (DM, DF, CF, TT, etc)
SMPL – The sample number (profile / prequal) for log in purposes.
PART – The part number needed for inventory purposes.
LOB – The line of business.
SLS DOC – The sales document for the customer.
MFST TRCK – The manifest tracking number attached to the manifest and containers.
RCV DT – The date you receive containers at your facility. In other words the log in date.
VEH – The vehicle number that brought in the waste.
(S = SK truck#; C = Common Carrier)
OUTBND APRV – The approved facility & approval number needed by the Super AC's.
OUT OF SVC – If this is PCB waste key the out of service date for the container/s.
CUST – The customer number for the generator.
EPA ID – The generator's EPA id number.

d) Some of this data in this section may auto populate based on the criteria that you use to call up container numbers.

6 The **F CONTAINER** section is where you, the user, select containers for log in. Here the system will display all containers based on your selection criteria for the customer.

a) This means if you request container only for a customer number then all containers for that customer will be displayed. If you narrow down the search by including a manifest tracking number the system will call up only those container numbers on the tracking number. If you use the sample number then only those with that sample number will be called up.

b) The system will display up to 50 containers at a time.
i) If there are more than 50 container numbers press **F8** to display the next page.

c) The **F** in this section is the function field. Here you can select containers for log in or create a new container number if the container field is blank.
i) To select a container for log in place an '**X**' or '**S**' next to the container/s you want to log in and have the data you keyed in the DUP DATA fields to duplicate to. (Step 5)

F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER
X 4250000267	X 4250000279	X 4250000282	_ 4250000294	_ 4250000305
_ _____	_ _____	_ _____	_ _____	_ _____

ii) If you need to create container numbers place an '**N**' next to the blank container number field/s for the number of containers needed. Then press **F24** (The **SHIFT** key & **F12**).

F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER
_ 4250000267	_ 4250000279	_ 4250000282	_ 4250000294	_ 4250000305
N _____	N _____	N _____	N _____	N _____

(1) The system will auto return the new container numbers with an 'X' placed on them for log in.

F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER
_ 4250000267	_ 4250000279	_ 4250000282	_ 4250000294	_ 4250000305
X 4250000418	X 4250000421	X 4250000433	X 4250000445	X 4250000457

iii) **THIS IS FOR FUTURE CONSIDERATION AND NOT YET AVAILABLE.**
If a site is flagged for partial sampling then they can place a 'P' next to the container/s to flag it for log in and for sampling. These sites are typically the old blue sites. (LLE)

F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER	F CONTAINER
X 4250000267	X 4250000279	X 4250000282	P 4250000294	_ 4250000305
_ _____	_ _____	_ _____	_ _____	_ _____

7 To log in the containers that you have selected for login press **F22** (The **SHIFT** key & **F10**)
The system will return a message **XXX CONTAINERS LOGGED IN FOR TRK# XXXXXXXX**

8 To continue to log in containers that has different data than the first set chosen change the DUP DATA fields and select container numbers to associate to this data using steps 5-7 above.
   a) If you have chosen selection criteria that narrowed down your search you may have to key new selection criteria before pressing **F17 (SHIFT+F5)**.

9 Once all containers have been logged in for the tracking number TAB to the upper left of the screen. Here key a **'Y'** in the **LOGIN COMPL?** field and press **(Enter)**.
The screen will scroll and take you to the MA4R screen for manifest data entry or the MA4L screen for the sales document.

10 In order for some data to be associated to the containers you must complete manifest data entry (MA4R) after you complete the login. An example of this is the manifest number.

THE F KEYS

PF5=RFSH	Total refresh of the screen.
PF7=BWD	Moves you back a page within this screen
PF8=FWD	Moves you forward a page within this screen
PF12=EDIT	Edits data for log in purposes in order to verify it as being valid. Containers must be selected for logging in order for this edit to work.
PF13=DUP CNTN	If you choose to duplicate data form a previously logged in container this key will display the default data in the DUP DATA fields.
PF15 or PF24=ADD	Either of these keys will create container numbers
PF17=RFSH SLCT	This key refreshes the screen but keeps the original selection criteria intact or uses new selection criteria if you need to change it.
PF18=TOP	This key moves you to the first page of containers.
PF19=BOTM	This key moves you to the last page of containers.
PF22=LOGIN	This key logs in the selected containers flagged with an X, S or P in the function field.
PF23=HZAT	This key takes the user to the HZAT – CONTAINER UPDATE screen.

HELPFUL HINTS

1 If you have started log in of containers and for some reason left the process of logging once you come back into the screen for that same document you will see a message stating how many containers were previously logged in for the sales document or manifest.
XXXXX CNTNS ALREADY LOGGED IN FOR CUSTOMER/SALES DOCUMENT/ MANIFEST
2 Once you complete log in for container/s and have flagged the **LOGIN COMPL?** field with a **Y** the system takes you to the MA4R screen to complete manifest entry. In order to go back to HZB6 and begin log in for other containers press **F11**.
3 If you make an error in entry and have already pressed **F22** for log in the only way to correct the container/s is to use screens HZ06 or HZAT.
4 If you are a branch that does a "Truck Per Day" manifest it is recommended that you use the HZ06 screen. To do this outside the loop, you will have to rapid navigate to that screen.
   a) The mini-loop that takes you to the waste document screens may not be available. therefore, you will have to rapid navigate to this screen as well.

HZBY - Update Disposal Date / CD Reprint

Screen/Purpose: **HZBY** will be used by Service Centers to update the disposal date for all containers on a manifest, inquire on a CD or reprint a CD.

Steps:

1. Select **HZBY** from the **MF HAZARDOUS WASTE MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **HZBY** and press (Enter) .
   The *Update Disposal Date/ CD Reprint* screen appears.

2. At the **MFST TRCK #** field key in the tracking number that you are inquiring upon and press (Enter) .

3. The screen will bring back all information concerning the manifest you are looking up including outbound manifest tracking number, containers number/s and disposal date if there is any.

C = Change

A. At the **FUNC** field key in **C** and press (Enter) .

B. The **DISPOSAL DATE** field will open and you can make changes as necessary.

C. When all changes are made press (Enter) .
   The system returns the message **CHANGES COMPLETE**.

R = Reprint

A. At the **FUNC** field key in **R** and press (Enter) .

B. If all containers on the manifest have disposal dates then the message **CD LETTER SUBMITTED - CHECK RJE IN 5 TO 10 MINUTES** appears. If not all the containers have a disposal date attached to them the message appears **CD INCOMPLETE - REPRINT NOT YET AVAILABLE.**

C. Print the CD.

IV
SCREEN

IVBR - Truck Load Summary

Screen/Purpose: IVBR is used to generate a truck load summary report. A summary report is similar to an IOD. This report is used to send with shipments in order to inform the next facility of the inbound load.

Steps:

1. Select IVBR from the MF OUTBOUND MENU or press the HOME key to move the cursor to the upper left of the screen . Type in IVBR and press (Enter) .
   The *Truck Load Summary* screen appears.

2. At the GROUP ID field, type the group ID (load number) and press (Enter) .

3. When you're finished press (PF14) .
   The following message displays: LOAD SUMMARY REPORT HAS BEEN CREATED

4. To print the report wait a few minutes and it will appear in RJE for printing.

LM
SCREEN

LM2N – Storage Location Table Update

Screen/Purpose: **LM2N** allows the user to create storage locations for a valid SK location in which the site can use to log in their containers.

Steps:

1. Press the **HOME** key to move the cursor to the upper left of the screen. Type **LM2N** and press (Enter).
   The screen *Storage Location Table Update* appears.

2. At the **FUNC** field choose what you want to do.
   A = Add a storage location
   C = Change a storage location.
   D = Delete a storage location
   I = Inquire

3. At the **LOCATION** key in the site number for which you are creating a storage location.

4. DO NOT type anything in the **STORAGE LOCATION** field.

5. At the STORAGE SYNONYM field type the synonym that you want to use for a storage location. (DRUM01, FRS01, ROW01) To view a list of valid synonyms go to screen **LM2P** and scroll through the names.

6. Press (Enter).
   The screen will scroll and a unique location number will appear in the **STORAGE LOCATION** field. Also the **DESC** field opens up for entry.

7. At the **DESC** field enter a description about the storage location.
   A description can be anything that describes the location for the user. Examples are:
   - Waste Storage Area
   - Flammable Storage
   - Waste IC
   - Transfer Waste

8. Press (Enter).
   Once this is done you have an active storage location.

LM3S - Location Process Maintenance

Purpose: **LM3S** is used to view SK locations, by location number, to determine the primary processing functions at each facility. The codes identifying these processes may be obtained in this screen. This screen can also be used to look up facilities associated with particular process codes.

Menu: Accessed from the Hazardous Waste Menu.

Screen: LM3S

Special Function Keys: *NONE*

Steps:

1. To view a list of all facilities in ascending numeric order:
   a. FUNC: 'I' (Inquire) should be in this field.
   b. SELECT BY: enter '1' for location number.
   c. LOC-NUM: leave blank. *If you are looking up the processing code for a particular facility, enter the facility's location number in this field.*
   d. PROCESS: leave blank.
   e. Press **[Enter]**. *The system displays a list of facilities, the process codes and code descriptions. Press [F8] to view the next page of information, or press [F7] to return to a previous page.*
2. To view a list of all processing codes in ascending numeric order:
   a. FUNC: 'I' (Inquire) should be in this field.
   b. SELECT BY: enter '2' for process code.
   c. LOC-NUM: leave blank.
   d. PROCESS: leave blank. *If you are looking up facilities that are associated with a particular processing code, enter the process code in this field.*
   e. Press **[Enter]**. *The system displays a list of facilities, the process codes and code descriptions. Press [F8] to view the next page of information, or press [F7] to return to a previous page.*

LM3T – Location Master Search

Screen/Purpose: LM3T is used to research basic information off the mainframe location master. Here you can find regulatory ID numbers, address, and city. If a site is a valid Safety-Kleen site or outside vendor that we utilize it can be found on this screen.

Steps:

1. Select **LM3T** from the **MF GENERAL MENU** or press the **HOME** key to move the cursor to the upper left of the screen. Type in **LM3T** and press (Enter).
   The *Location Master Search screen* appears.

2. When the screen opens you have the option as to how the system will display your request. In the **SORT** field type either:
   1 = LOC NUM – Displays search results in location number order.
   2 = LOC NAME – Displays search results in name alphabetical order.

3. In the LOC TYPE choose the type of location that best fits your search.
   BR - Branch
   SA - Satellite
   AC - Accumulation Center/Service Center
   DC - Distribution Center
   RC - Recycle Center
   NS - Non-Safety-Kleen location (Outside Vendors)
   PT - Secondary Print Locations

4. The remaining fields can be used in combination with one another or signally. You must complete at least one of the following.
   LOC NAME – Location Name (Company Name)
   EPA ID – The regulatory ID number for the site (USA or Canadian)
   CITY – The city or town you are looking for.
   ZIP CODE – The zip code in which you are searching.

5. When you have completed choosing your selection criteria and sort by order press (Enter). The system displays the location number, name, address, zip code, and regulatory ID number of the site/s.

LOC NUM/ TYP LOCATION NAME		COUNTRY	COMPANY DIVISION REGION/
ADDRESS			FED EPA ID
601 RC BOOTH OIL		USA	
SAFETY-KLEEN SYSTEM, INC.	BUFFALO	NY 14210	NYD980593842
50198 NS SAVAGE FLEXI-FLO		USA	
BROADWAY AND BAILEY STREETS	BUFFALO	NY 14212	SK0000050198

HELPFUL HINTS

1. If you do not put key in the location type the system will return all location types based on your select criteria.
2. Some sites may have more than one location number and type. Please make sure that prior to using that location number you are aware of what it is used for. An example of this is the Phoenix Super AC. This site has two numbers because the BAP rollout has occurred and they are using site number 732 while the ship to number is 50149 until the CWT rollout occurs. Other examples of this are co-located sites such as the Lexington, SC site that contains a branch, DC and RC all with different numbers.

MA
SCREEN

MA3G - Creating Waste Labels

Screen/Purpose: MA3G is used to create new labels and tags for customers and Safety-Kleen sites.

Steps:

1. Select **MA3G** from the **MF OUTBOUND MENU** or press the HOME key to move the cursor to the upper left of the screen . Type in **MA3G** and press (Enter) .
The *On Demand Labels and Tags* screen appears.

2. At the **FUNCTION** field, type **A to add** and press (Enter) .

3. The screen will scroll and open information fields for you to input data. Fill in the highlighted fields that apply to your waste label or tag request.
If you fill in the EPA ID or customer number, the system automatically fills in the generator's name and address.

4. The **PROCESS TIME** field lets you determine when your request can be printed. The " On Demand" request system downloads requests on the quarter hour depending on how you place your request in this area. You can type any of the following values:
N = next run *This is the choice you will use most often.*
T = midnight
7-12 = (7 a.m. to 12 p.m.)
1-6 = (1 p.m. to 6 p.m.)

5. Choose the quantity of labels you want to print and enter it in the **QTY LABELS TO PRINT** section .

6. Choose what type of label or tag will be printed. The types of labels and the code that defines it to the system are listed at the bottom of the screen. Type in the label code you want in the **LBL/TAG CODE** field.

7. Now key in all the fields that pertain to the labels you are requesting.

For Customer Labels Key the Following Areas

GEN CUST # - *Sales customer number.*
GEN EPA ID#
SVC DOC - *The sales document number*

TRANSPORT TO STATE - *The state to which the container will receive its final disposition.*
MKT - *The sales market*
SKDOT# - *The SK number to designate the correct DOT description.*
PART# - *The sales part number*

MANIFEST DOC# - *The 5 digit number next to the EPA ID number on the manifest.*
or
STATE DOC# - *The manifest number in section A of the manifest the state assigns.*
PREQUAL CONTROL# - *The prequal number.*
or
PREQUAL SAMPLE# - *The sample number .*
OPTIONAL
OUTBOUND APPROVAL - *The number assigned for this waste to go into a facility.*
GEN STR DT - *The date the waste is generated.*
TFER STR DT - *The date the waste enters the facility on a transfer basis.*
TSDF DT - *The date the waste enters the facility and in terminated by that site for either processing or to be remanifested.*

For SK Generated Waste
GEN EPA ID#
TRANSPORT TO STATE - *The state to which the container will receive its final disposition.*
MANIFEST DOC# - *The 5 digit number next to the EPA ID number on the manifest.*
or
STATE DOC# - *The manifest number in section A of the manifest the state assigns.*
SKDOT# - *The SK number to designate the correct DOT description.*
MANIFEST DOC# - *The 5 digit number next to the EPA ID number on the manifest.*
or
STATE DOC# - *The manifest number in section A of the manifest the state assigns.*
OPTIONAL
OUTBOUND APPROVAL - *The number assigned for this waste to go into a facility.*
GEN STR DT - *The date the waste is generated.*
TFER STR DT - *The date the waste enters the facility on a transfer basis.*

TSDF DT - *The date the waste enters the facility and in terminated by that site for either processing or to be remanifested.*
FOR TRANSHIP LABELS ONLY
CWT LOAD GROUP - *The number of your outbound load that you want to print on the label in bar code form.*

8. Press (PF12) to edit the information.
Correct any highlighted errors.

9. Press (Enter) .
The system adds the request to the system and displays: **ADD(S) COMPLETE.**

10. On the quarter hour the label or tag is downloaded to the print spool via RJE. It is through this PC that you must pull the request and print the label.

MA4L - Waste Data on Sales Documents

Screen/Purpose: MA4L is used to enter waste data for waste that is on a sales document and *not* on a manifest/BOL.

Steps:

1. Press the **HOME** key to move your cursor to the upper left of the screen. Key in **MA4L** and press (Enter) .
The screen will scroll to the *WASTE INFORMATION UPDATE* screen.

2. At **LOCATION** key in the location number that first entered the waste. (The sales branch.)

3. Key in the **DOCUMENT** number and **CUSTOMER** number and press (Enter) .
The screen will scroll and display fields in which you can enter information.

4. Key in or correct the data as needed and press (Enter) .

MA4R - Manifest Data Entry

Screen/Purpose: **MA4R** is the screen where both the site that first enters containers into the system and the TSD key manifest/BOL line data for reporting purposes using a tracking number that has been uniquely assigned to that document.

Steps:

1. It is important that all data entered into the system be accurate in terms of the physical nature of the drum type, material in containers, customer, transporter, and TSD information. Verify this information prior to keying any data. Once verified then remember the phrase:

KEY WHAT YOU SEE.

2. At the **LOCATION** heading make sure your facility number is entered.

3. At **FUNC** key in the function for the task you want to perform.
   - **I** = *Inquire* on manifest/BOL information in the system via the tracking number.
   - **C** = *Change* manifest/BOL data that has been or need to be entered in the system.
   - **A** = *Add* a tracking number to a manifest/BOL that does not have one.
   - **D** = *Delete* a tracking number for the system. (Must have authorization privileges.)
   - **R** = *Reinstate* a tracking number that has been deleted.

4. Key in the tracking number and, press (Enter) .
This is true for all functions except A=add. For this no tracking number needs to be entered.

I = INQUIRE

This allows you to view a tracking number and all data that has been entered for it. You can toggle between two screens associated with MDE by pressing:

F15 - First Screen (MA4R) and F16 - Second Screen (MA4S)

C = CHANGE

This allows you to change data associated to the tracking number entered.

A. Add or change any highlighted line item that opens up on screen 1 and press (Enter) .
This take you to screen 2 for the same tracking number.

B. Add and make changes as necessary on screen 2 and press (Enter) .
The screen should read **CHANGES COMPLETE.**

A = ADD

A. In the **FUNC** location key in **A** and press, (Enter) .
This will open up all fields for you enter information in but no tracking number appears.

B. Key in all appropriate information and press (Enter) .

This takes you to screen 2 and also supplies you with the number for the document under **TRACKING NO:** *. Write this number on your document.*

Helpful Hints

1. Need to add more than 2 transporters?
Press **F17 (SHIFT + F5)** and this move you to a screen that will allow you to enter information for up to 13 transporters.

2. If you want to view any errors and the changes that were made to fix them press **F18 (SHIFT + F8)**

3. When all else fails and you need to enter the manifest even though the system is saying there are errors press **F20 (SHIFT + F8)**
THIS IS ONLY TO BE USED WHEN DIRECTED TO DO SO BY CORPORATE COMPLIANCE.

Screen Example:

```
MA4R  N3AF          U.S. MANIFEST ENTRY              1999-02-17 P1
LOCATION:  725                                01.38.47
FUNC: I
                                RE-REPORT: N (R/C/N)
TRACKING #:  96405270    STAT: T     FM: NJ     CUST: 2-028-02-1638     SVC DOC: 395142
1) NYD002210805     MAN DOC#: 95142     SKLOC: 202802          A) NJA2577390
3) COACH & EQUIP MFG                                           B) SAME
  BROWN ST EXT
  PENN YAN          NY 14527          4) 315 536 2321          C) 08690
5) SAFETY-KLEEN SYSTEMS, INC.         6) ILD984908202          D) Y
7)                                    8)                       E)
9) SAFETY-KLEEN SYSTEMS, INC.                                  F)
  1200 SYLVAN STREET                  SKLOC:  635              G) Y
  LINDEN,           NJ 07036          10) NJD002182897         H) Y
EMERGENCY RESPONSE NO: Y
16) SIGNATURE (Y/N):      Y  DATE: 020399
17) SIGNATURE (Y/N):      Y  DATE: 020399
18) SIGNATURE (Y/N):         DATE: MMDDYY
19) ANY DISCREPANCY?: N  NOTE:                                 TPD: N
20) SIGNATURE (Y/N):      N  DATE: MMDDYY                  SVC REP#: 7016
SKDOT # A:  1166  B:   0  C:   0  D:   0                    OVR FORM:
$$0012I INQUIRY COMPLETE
PF1=HELP   PF2=PREV   PF3=EXIT   PF5=RFSH   PF7=PREV  PF8=NEXT
PF10=TRANS2  PF16=SCRN2  PF17=ADDTRANS  PF18=ERRMNT        PF20=ACCEPT
```

```
N3B2                        U.S. MANIFEST WASTE ENTRY                  1999-02-17 T1
LOCATION:  725                                                         22.09.28
FUNC: I
TRACKING NO:  93454557          STAT: A     #CONT  TYP  QTY  UOM     I1     I2     K1-K3
A) DRAINED USED OIL FILTERS                    0          0
  (NOT USDOT OR USEPA REGULATED)

B)                                             0          0

C)                                             0          0

D)                                             0          0

                SKDOT      CONTROL     SAMPLE     SEQ    ORG   SRC   FORM   SYS
          A)    1476          0 0          0       0      _     __    ____   __
          B)    0             0 0          0       0      _     __    ____   __
          C)    0             0 0          0       0      _     __    ____   __
          D)    0             0 0          0       0      _     __    ____   __
    INQUIRY COMPLETE
PF01=HELP  PF02=PREV    PF03=EXIT    PF05=RFSH   PF10=NEW
PF15=SCRN1  PF17=ADDTRANS  PF18=ERRMAINT        PF20=ACCEPT  PF21=FEDWCD
```

MA4T – Manifest Tracking Number Assignment

Screen/Purpose: **MA4T** will be used to assign a tracking number to a manifest or BOL that does not have one.

Steps:

1 Press the HOME key to move your cursor to the upper left of the screen. Key in MA4T and press (Enter).
The *Manifest Tracking Number Assignment* screen appears.

2 At the **ASSIGN TRACKING NUMBER TO** field key in the generators regulatory ID number. (EPA ID, Canadian ID, etc.)

3 At the **CTRY** field key in the country in which the generator resides and press (Enter).

4 The system will return a tracking number for your document. Write this number down in item 15 on the actual document.

5 You will need to complete the manifest information required in the Manifest Data Entry system. To do this use screen **MA4R – Manifest Data Entry**.

MA4X - On Demand Manifesting

Screen/Purpose: MA4X allows you to create an on-demand manifest, as well as to change
and delete an existing one. An on-demand manifest consists of four screens. The first screen is a selection screen, while the other 3 replicate the actual manifest.

Steps:

1. Select MA4X from the OUTBOUND menu or press the HOME key to move your cursor the upper left of the screen. Type in MA4X and press (Enter) .
The *On Demand Manifest Selection* screen appears.

2. At the FUNC field, identify what you want to do.
I = display existing manifest information, C = change manifest information, A = add a manifest, D = delete a manifest

3. Type the request number (manifest tracking number) of the manifest and press (Enter) .
The system fills the screen with the first section of the requested manifest. To see the other sections(on the subsequent three screens), continue pressing (Enter) .

C = CHANGE

A. After selecting this function and the manifest tracking number you want to edit/change you can change any highlighted information that appears on screen.

B. Edit the selection screen first. This screen tells the system the basic information you want on the manifest.

PROCESS TIME - The time that you want the manifest to print. Key N for next run.
MANIFESTS TO PRINT - The number of manifests you want to print.
MARKET - The sales market of the waste.
MFST FORM - The code of the manifest type you want to print.
6P = Federal generic form.
BL = Bill of lading.
For a state specific form type in the state abbreviation. (i.e. NY, IL etc.)

C. You can change any highlighted field in this screen that needs editing. If you need to change more than the two transporters that appear press F6 = TRNPWhen finished with the selection screen press (Enter).

D. This will bring you to the subsequent 3 screens that allow you to add and change manifest data as it would look on the printed manifest. Continue pressing (Enter) to review each manifest screen until you come to the last screen.

E. When you're finished making the changes, press **F10** to submit the manifest for printing.
The system displays the first manifest screen and the message: **CHANGE(S) COMPLETE.**

Helpful Hint

1. CONTINUATION SHEETS
   a. If you have a continuation sheets for a manifest then after you have pressed F10 to submit the manifest then go to the selection screen and change the **FUNCTION** to **C** plus key the tracking number in the **REQUEST** area and press (Enter).
   b. Once here to change any line items on a continuation sheet press **F9 = WSTE.**
2. If you know the total quantity and volume being shipped enter these in the second of the 3 screens (MA4Z) and it will print on your manifest.

D = DELETE

A. After selecting this function and the manifest tracking number you want to delete press (Enter).

B. The system will ask you if you are sure you want to delete. If yes then type **Y** under **FUNC** and press (Enter).
The system displays the first manifest screen and the message: **DELETES COMPLETE**

A = ADD

A. After selecting this function press (Enter).

B. The system will open all fields on this screen for entry. Complete each field for the manifest you are creating. Once you have finished the selection screen press (Enter).

C. Complete the 3 subsequent manifest screens will all the information needed pressing (Enter) once you complete screen 1 and 2.

D. When you finish screen 3 press **F10** to submit the manifest for printing.
The system will display the Manifest Tracking Number on the bottom of the screen. Write it down for future reference.

MA55 - Group Labels and Label Reprints

Screen/Purpose: **MA55** is used to print the labels and tags for loads, pallets, and up to three containers. You can also inquire and delete label and tag print information.

Steps:

1. Select **MA55** from the **MF OUTBOUND MENU** or press the **HOME** key to move the cursor to the upper left of the screen. Key in **MA55** and press (Enter) .
The Group Labels And Label Reprints screen appears.

2. At the **PROCESS TIME** field, indicate when you need the labels.
   7 – 12 *(7 a.m. to 12 p.m.).*
   1 – 6 *(1 p.m. to 6 p.m.).*
   N = *next run.*
   T = *midnight*

3. At the **LBL CODE** field, type the appropriate label code.
Near the bottom of the screen are the **BAR–CODED LABELS**. *Choose the label code that matches the type of label you want.*

What you are creating labels for?

A. Group Labels
Prints all container labels associated the requests group.
   1. Move the cursor to section **1) GROUP PRINT FUNCTION.**
   2. Fill in the kind of group at **TYPE.**
      Typically the group type will be **L** *for a load.*
   3. Key in the group number at **NUM.**
      Just the number not the alpha designator.
   4. The **GENERATOR TO PRINT ON LABEL** section has 3 choices.
      C-CWT = This is the default setting. All containers print with the generator on the container within CWT at the moment.
      G-WASTE GEN = All container print with the original generator information
      R-REQUESTING FACL = All containers print with the requesting facilities information as the generator.
   5. You can also request for the labels to print one or all of the following **STORAGE DATES.**
      GENERATION - The date waste first entered the drum.
      TRANSFER - The date the waste enters a facility that will transfer it on to another site,
      TSDF - The date a drum enters a site for final disposition.

6. If generating a new outbound manifest you can also provide the **MFST NUM** = manifest number and the **ACCUM DATE** = accumulation date.
7. Tab down to section 2, the container lines, and type "**ALL**". (make sure it is in capitol letters.)
8. When you're finished, press (Enter) .
The system displays the request number—identifying the label request.
9. Write down the request number for future reference.

B. Individual Container Labels

With Original Generator Information

1. Move the cursor to section **2) CONTAINER LABEL OR TAG RE-PRINT.**
2. Type up to 15 container numbers and press (Enter) .
The system displays the request number—identifying the label request.
3. Write down the request number for future reference.

With Requesting Facility as the Generator

1. In section 1 at the **GENERATOR TO PRINT ON LABEL** field type the letter **R** so that the facility information of the requesting site prints on the label as the generator. (Here you can also key in dates and manifest numbers to print on the individual label.
2. Move the cursor to section **2) CONTAINER LABEL OR TAG RE-PRINT.**
3. Type up to three container numbers and press (Enter) .
The system displays the request number—identifying the label request.
4. Write down the request number for future reference.

C. Pallet Labels

Unique labels that contain only the pallet number and matching bar-code. Used for grouping individual containers to a pallet number in order to expedite log outs and log ins.

1. Move the cursor to section **3) PALLET NUMBER LABEL PRINT FUNCTION.**
2. Type the number of labels you need and press (Enter) .
The system displays the request number—identifying the label request.
3. Write down the request number for future reference.

To print the waste label, tag or pallet label you must use the PC set up for RE requests.

D. OLD Inquiries or Deletes

1. Move the cursor to section **4) OLD INQUIRIES AND DELETES.**
2. Choose your **FUNCTION**
   I = Inquire
   D = Delete
3. Fill in the kind of group at **TYPE** and the group number at **NUM.**
   OR
4. The **CONTAINER** number.
5. Press (Enter) .

E. Container ID Labels

A unique label that prints out a large container number for placement on containers that allow personnel to read the number at a distance.

1. In the **GROUP PRINT FUNCTION** key in the load number that you want these labels to print for.
2. At the **PRINT CONT ID LABELS** field type '**Y**' to print out the ID labels.
3. The labels will be released to the RJE printer along with individual container labels for the desired load.
4. Print the labels on the correct size labels. If you do not want the individual container labels delete that job from the RJE print spool.

MA7B - U.S. Manifest Additional Entry (Continuation Sheets)

Screen/Purpose: **MA7B** is the screen where both the site that first enters containers into the system and the TSD key continuation sheet line item data for reporting purposes using a tracking number that has been uniquely assigned to that document.

Steps:

1. From **MA4R** screen # 2 press **F19** for additional waste lines or press the home key to move your cursor to the upper left of the screen. Type in **MA7B** and press (Enter) .
The *U.S. Manifest Additional Entry* screen appears.

2. The system allows you to use four functions.
   - I - Inquire on a line item
   - A - Add a new line item.
   - C- Change line item data.
   - D- Delete a line item.

3. Choose the function you want and type it in at the **FUNC** field. Always start with the I for inquire function when first entering the screen.

4. Key in the manifest tracking number at the **TRACKING NO.** field and press (Enter) .

5. The **SEQ NO.** reflects the line item for the requested tracking number you are working on. For instance if you had a tracking number with 4 line items on the manifest and 5 on the continuation sheet the first line on the continuation sheet would be SEQ NO 5, the second SEQ NO 6, the third SEQ NO 7 and so on.
If you know what specific line item you want you can type it in here to go directly to that line. That means for any line item. (1 – XXX)

6. Each function in this screen works as it would in MDE.

I = Inquire

A. After choosing this function key in the **TRACKING NO** and **SEQ NO** you want to inquire upon and press (Enter) . If you don't know the line item then just press (Enter) and it will bring you to the first line on the continuation sheet for that tracking number.
B. You can scroll forward by using **F8**.

A = Add

A. After choosing this function for the tracking number you are working on type in the **SEQ NO** you want to add to the continuation sheet and press (Enter) .

B. The fields that open for you to key in the data are.

#CONT = The number of containers on the line.
TYP = The drum type.
QTY = The total volume/weight of the containers.
UOM = The unit of measure.
I1 = The primary EPA waste code.
I2 = The second EPA waste code if necessary.
K1-K3 = The EPA/State designated processing code.
SKDOT# = The assigned SKDOT for that waste stream.
PQ CONTROL# = A prequal # if there is one.
SAMPLE# = The sample number assigned to the prequal

C. When you have keyed in the correct information press (Enter).

The system will return the message **ADDS COMPLETE.**

C = Change

A. After choosing this function key in the **TRACKING NO** you are working on and the **SEQ NO** if known. Then press (Enter).

B. The system will open up all fields in which you can change data. Make your changes and press (Enter).

The system will return the message **CHANGES COMPLETE.**

D = Delete

A. After choosing this function key in the **TRACKING NO** you are working on and the **SEQ NO** if known. Then press (Enter).

B. The system will return with the message that says if you are sure you want to delete this line then type **Y** in the **FUNC** field and press (Enter).

C. If you are sure then follow the screen direction.

The system will return the message **DELETE COMPLETE.**

MA7H - SKDOT# VERIFY/CREATE
(One screen method)

Screen/Purpose: **MA7H** will be used by Service Centers to inquire upon and create SKDOT numbers necessary for manifest entry, container entry and processing in Corporate Waste Tracking. This is the first in a series of screens.

When creating SKDOT's it is imperative that you follow outlined procedures. Each SKDOT represents a US DOT waste description. They also play a big role in how Safety-Kleen reports to state and federal agencies. While you can go through the creation loop to verify that the data entered is correct all you really need is this one screen. It is incumbent that the user be familiar with this screen and the screens in the loop in order to properly decide if going through the loop is necessary.

Steps:

1. Select **MA7H** from the **MF MANIFEST MAINT MENU (MA90)** or press the **HOME** key to move your cursor to the upper left of the screen and key **MA7H** and press (Enter) .
The *SKDOT Verify/Create* screen appears.

2. There are three ways to open data by which you can begin your verification and/or creation process.

- Key in the **SAMPLE#** and **SEQ#** and press (Enter) .
  This will retrieve prequal and SKDOT data.
  OR
- Key in the **SKDOT#** and press (Enter) .
  This will retrieve the SKDOT data.
  OR
- Key in the **UN/NA#, HAZ CLS** (hazard class must always be numerical with a decimal when necessary.[i.e. 3; 6.1 etc.]), **PK GRP** (packing group)
  RQ = Do you need RQ in your shipping description type **Yes** or **No**.
  WSTE = Do you need the word WASTE in your description type **Yes** or **No**
  As an option **NOS1** and **NOS2** (compound codes)
  Press (Enter) .
  This will retrieve UN/NA data.

3. Examine the information that is now on the screen. If it matches the waste stream you are working with then use it. If not then create a new SKDOT number.

Creating a New SKDOT Number

1. Once the data is displayed based on the selection criteria above you can change any of the data highlighted or add data in order to meet the constituents of the waste stream you are dealing with.

Fields for entry:

UNNA = United Nations/North American number
HZ CLS = DOT hazardous class number (3.0, 6.1, 8.0, etc.)
PK GRP = DOT Packing Group number (*III, II, I*)
ERG# = Optional field if you want to include the 3 digit Emergency Response Guide number.
MFST DESC = Key in the proper DOT shipping description.
LIQUID = YES or NO
IGNIT = YES or NO
SOLID = YES or NO
TOXIC = YES or NO
HAZ = Is the waste hazardous? YES or NO
LAB PACK = Is the new SKDOT# for a lab pack container? YES or NO
If a flagged Y for a lab pack the waste is automatically flagged as core waste.
OFF SPEC PQ = Is the new SKDOT# for an off spec Prequal drum? YES or NO
ORIG CD = Origin Code
SRC CD = Source Code
FRM CD = Form Code
(leave it blank for non-haz)
SYS TYP = System type Code
These 4 used for EPA reporting.
LBS/GAL = Lbs per gal is used when converting one quantity value from one UOM to another.
LDR = Default code is 1
T = **X** for legend codes, **M** for metals, **S** for solvents.
STATE WASTE CODES = Enter State Specific Codes (i.e. Tx-OUTSxx, NJ- IDxx)
TSCA PCB = Flags waste for PCB reporting. YES or NO
CODE = Legend code # *(The 4 character compound code for metals & solvents.)*
SEQ = **1** for WW legends, **5** for NWW legends.
For the 3 digit compound codes see the **COMPOUND CODES REPORT K54460-R5998.** Found in Document Direct.

2. When finished press (Enter) .
The system will return a new SKDOT number where the original was displayed in the upper right of the screen. *Write this number down.*

Helpful Hints

1. When keying in federal waste codes always place them on every other line. The reason for this is that if you have a waste code that has sub-categories (D001) you can enter those on the line next to the federal waste code. Please check to ensure that all sub-categories are correct. If a waste code does not have sub-categories please make sure that you still place waste codes on every other line.
2. If you need to key additional federal waste codes, state codes or additional compound/legend codes that can not be entered when creating a new number press **F16 = MASK** to go to the **SKDOT# MAINT** screen. Here you can scroll through the various screens and add the additional data as needed.
3. If you create a new SKDOT for a new prequal then press **F24=POST (SHIFT+F12)** to post the new SKDOT to the new prequal.

4. Other PF keys at the bottom of the screen will quickly move you to the next screen you will want to use.

F13=MA6K - SKDOT# Maintenance
F14=TS3Q - Corporate Review
F15=HZ06 - Initial Container Entry
F16=MA7J- UN/NA# Summary

SCØ7 - Customer Restrictions Maintenance

Purpose: SCØ7 is used to view, add or change customer restrictions. These restrictions can be placed on selected TSDFs, or to certain processes, or both. Audit notes are automatically generated for restrictions that are updated, and anyone who updates restrictions placed on a customer account will be logged in the system under RACF ID and time-stamp.

Menu: Accessed from the ~~SCAA~~ CUST outbound Menu.

Screen: SCØ7

Special Function Keys:

[F17] NOTES Go to **SCØ8** to view or add audit comments.

Steps:

1. To view a list of restrictions placed on a customer account or profile:
   a. FUNC: enter 'I' (Inquire).
   b. CUST/CHAIN: enter the customer number.
   c. INCL/EXCL: leave blank, or enter either I (Include) or E (Exclude) to view one type of customer account or profile restriction. *When choosing code I (Include), a restriction is presumed to be in place to only allow acceptance at the facility chosen, or to only allow the process code chosen. When choosing code E (Exclude), a restriction is presumed to be in place to* ***not*** *allow acceptance at the facility chosen, or to* ***not*** *allow the process code chosen.*
   d. PRCS CD: leave blank, or to view entries for one particular process restriction, enter the process code in this field. *Please see* ***LM3S - Location Process Maintenance****, or* ***GCØG - Facility Primary Disposal Options*** *for a complete list of process codes and applicable descriptions.*
   e. LOC#: leave blank, or to view restrictions placed for a particular location, enter the TSDF location number in this field.
   f. LEVEL: enter either 'CUST' (Customer Account) or 'PREQ' (Prequal, or Profile) to view one type of restriction, or leave blank to view both levels of restrictions (e.g., customer and profile). *Profile restrictions are entered by the Tech Center, but restrictions may be viewed by field personnel.*
   g. EXP?: leave blank, or to view a list of all expired customer account restrictions, enter 'Y' (Yes) in the space provided. *To view profile restrictions, this field must be left blank.*

SC07 - Customer Restrictions Maintenance

h. Press [**Enter**]. *The system displays a list of restrictions, as selected, that have been placed on the customer account or profile. If no restrictions are in place, the system displays the message, "NO RESTRICTIONS FOUND FOR ENTERED SELECTION INFORMATION".*

2. To add restrictions to a customer account: *Before adding restrictions, view existing and expired restrictions to ensure that one isn't already in place. If a similar restriction exists but has expired, follow the steps under item 3 to change the expiration date for the line item.*

   a. FUNC: enter 'A' (Add).

   b. CUST/CHAIN: enter the customer number, and press [**Enter**]. *Several fields open for entry.*

   c. I/E: enter either 'I' (Included) or 'E' (Excluded) to indicate the type of restriction that will be placed on the line item. *When choosing code I (Include), a restriction is presumed to be in place to **only** allow acceptance at the facility chosen, or to **only** allow the process code chosen. When choosing code E (Exclude), a restriction is presumed to be in place to **not** allow acceptance at the facility chosen, or to **not** allow the process code chosen.*

   d. LOC#: enter a TSDF location number to indicate that a customer restriction will be placed on a particular location, or leave blank if the restriction will only apply to a particular type of process.

   e. PRCS EFF DATE: enter the effective date of a customer restriction in MMDDYYYY format.

   f. EXPR DATE: enter the expiration date of a customer restriction in MMDDYYYY format.

   g. Enter restrictions, one per line item, as needed until finished, and press [**Enter**]. *The system displays the message, "PROCESSING COMPLETE".*

3. To change the expiration date of a customer restriction: *Before changes can be made, the system must be in "inquiry mode" and have all information present. Follow the steps under item 1 before proceeding with 3a.*

   a. FUNC: enter 'C' (Change), and press [**Enter**]. *Two fields open for entry: "F" and "EXPR DATE".*

   b. F: leave blank, or enter 'E' to automatically update the expiration date of a customer restriction to the current date. *If 'E' is entered in this field, press [**Enter**] to process the change.*

   c. EXPR DATE: enter the expiration date desired for the customer restriction in MMDDYYYY format, and press [**Enter**]. *The system displays the message,*

SCØ7 - Customer Restrictions Maintenance

*"PROCESSING COMPLETE". Do not press [**Enter**], and immediately follow steps below in item 4 to add manual comments to a restriction.*

4. To add comments to an updated restriction: *This step must take place before an update is processed (e.g., after entering a new expiration date, and before pressing [**Enter**] to process the update).*

   a. Press [**F12**].

   b. Press [**F17**]. *The system proceeds to screen **SCØ8 - Customer Restriction Audit Notes**.*

   c. Add comments, as necessary.

   d. Press [**Enter**]. *The comments are added in the system, and the restriction is updated on screen **SCØ7**.*

4. To view audit notes placed on a customer account: *Before audit notes can be accessed, the system must be in "inquiry mode" and have all information present. Follow the steps under item 1 before proceeding with 4a.*

   a. Move the cursor to any space on the line item desired, and press [**F17**]. *The system proceeds to screen **SCØ8 - Customer Restriction Audit Notes**.*

SCØ8 - Customer Restriction Audit Notes

Purpose: SCØ8 is used to view audit notes that are automatically generated for every customer restriction update. Included is the time-stamp of the change, and the RACF ID of the person who last changed the restriction. Also, comments may be viewed in this screen, if added manually by the person who last updated the restriction.

Menu: **Accessed directly from screen SCØ7, by pressing [F17].**

Screen: SCØ8

Special Function Keys: *NONE*

Steps:

1. To view audit notes placed on a customer account: *Before audit notes can be accessed, the system must be in "inquiry mode" in screen **SCØ7 - Customer Restrictions Maintenance**, and have all information present. Follow the steps listed under item 1 in the instructions for SCØ7 before proceeding to the next step.*
   a. Move the cursor to any space on the restriction line item desired, and press **[F17]**. *The system proceeds to screen **SCØ8 - Customer Restriction Audit Notes**. If the error message appears, "TYPE A VALID PF KEY", press **[F12]**, move the cursor to the restriction line item desired, and press **[F17]** again.*
   b. Displayed are several fields of information:
      1) CUST/CHAIN: indicates the customer number.
      2) NAME: indicates the customer name.
      3) I/E: indicates either I (Include) or E (Exclude) for a type of customer restriction. *When code "I" (Include) is present, a restriction is presumed to be in place to **only** allow acceptance at the facility chosen, or to **only** allow the process code chosen. When code "E" (Exclude) is present, a restriction is presumed to be in place to **not** allow acceptance at the facility chosen, or to **not** allow the process code chosen.*
      4) PRCS: indicates the process code associated with the restriction, if any.
      5) LOC#: indicates the TSDF location number associated with the restriction, if any.
      6) MODIFIED BY: indicates the RACF ID of the person who last changed the restriction. *To view the employee name associated with the RACF ID, view screen*

SCØ8 - Customer Restriction Audit Notes

DBØP - RACF Detail. *Enter 'I' (Inquire) as the function code, enter the RACF ID, and press [Enter]. The employee name appears on the screen.*

7) DATE: indicates the date the restriction was last changed in YYYY-MM-DD-(Time-stamp) format.

8) EXPR DATE: indicates the effective and expiration dates of the restriction in this format: FROM: YYYY-MM-DD / TO: YYYY-MM-DD.

9) COMMENTS: indicates comments added to a restriction update, if any.

c. To view more audit notes, if available, press [F8]. To return to previous pages of audit notes, press [F7]. *Audit notes only appear for restrictions that have been updated, and are not generated for restrictions at the time of placement.*

SCØH and SCØG- Customer Information (1) and (2)

Purpose: **SCØH** and **SCØG** are used together to maintain customer account information, such as service address, separate bill-to address, contact information, EPA ID number, etc. These screens can be used (outside the SDE Loop) to add a new customer number. Inside the SDE Loop, **SCØW - New Customer Placement** serves the same function as **SCØH** and **SCØG** together. Note that the information displayed in **SCØW** appears on one page, instead of two. Functions available on this screen include: I-Inquire, A-Add and C-Change.

Menu: CUSTOMER INFORMATION

Screen:

Special Function Keys:

SCØH	[F13] PG2	Go to **SCØG**, the next customer information screen
	[F17] XREF	Cross reference old account numbers that could be purged or realigned
	[F19] EPA	Search EPA database for customer address
SCØH	[F11] FWD-MKT	(Not applicable for Service Center functions)
and	[F20] F-ADDR	Inquiry only, standardized postal address
SCØG	[F21] RSTR	Undo changes, restore original information
	[F22] CMNT	Go to **SCØB** to modify customer comments
SCØG	[F14] ADD-BILLTO	Go to **SCØF** to add new Bill-To address
	[F16] ADD-ADDR	Go to **SCØF** to add new Bill-To or manifest address
	[F18] DUPL	Check for duplicate address

Steps:

1. To ***Inquire*** or view customer information:
   a. Choose 'I' (Inquire) at the FUNC field and press [**Enter**].
   b. Type in the Customer Number and press [**Enter**]. *The system displays information about the customer, including address, chain code, territory, EPA ID #, etc.*
   c. To view customer service and pricing information (including tax exemptions), press [**F13**] to proceed to the next page, **SCØG - Customer Information (2)**.
2. To ***Add*** a customer:
   a. Choose 'A' (Add) at the FUNC field and press [**Enter**].
   b. Fill in the highlighted fields:
      1) MKT: enter 'PW' (Parts Washer).

SCØH and SCØG- Customer Information (1) and (2)

2) Customer information (NAME, ADDRESS 1 and 2, CITY, ST/PROV, CTRY, ZIP/POSTAL, PHN, FAX). *If a second line of information must appear on the customer invoice (and the customer will not have a separate bill-to address), ensure that "ATTN" or "C/O" is typed in the ADDRESS 2 field (e.g., "C/O Building Maintenance 2A"). Note that when the customer invoice is generated, this line of information will print above the company name on the invoice.*

3) LOCATION: enter the Branch Location Number the customer will be assigned to. *Corporate and Event Brokers must have the appropriate location number as listed in the **BROKER ACCOUNTS** information section.*

4) TAX CODE: enter the tax code for the customer location.

   ***Tip**: To look up the appropriate tax code, go to the **TXAU - Tax Code Inquiry** screen.*

5) CONTACT: enter a customer contact name, if needed, or leave blank.

6) OVRD: the territory override code '48' is auto-populated when the Routing Code is entered on screen **BIØL - PeopleSoft Invoice Format.**

7) PROPRIETOR: enter a proprietor name, if applicable, or leave blank.

8) NA CHAIN: leave blank, unless placing a Corporate Account. Refer to the Parent, Subsidiary and Affiliate listings for more information.

9) BUSN TYPE: enter the appropriate Business Type number. Refer to the Business Code listing located in the Training Binder for a complete list of codes and definitions.

10) MANIFEST: leave blank (asking for manifest "type").

11) LDR: enter 'V' for "Very Small Quantity - Conditionally Exempt" generator, 'S' for "Small Quantity generator, or 'L' for Large Quantity generator. If unsure, contact the Manifest Department in Elgin for assistance in coding. *The system will automatically update the generator status according to generator waste reports. This field must be filled in before entering Federal and State ID Numbers.*

12) FED EPA ID: enter the customer's Federal EPA Identification Number. *RCRIS data may be checked in BAP in screen **MA3N - Regulatory ID Search**.*

13) STATE ID: enter the customer's State Identification Number.

c. When finished, press **[Enter]**. *The system assigns and displays the new Customer Number on the screen.* Write down this number for future reference.

d. It will be necessary to proceed to ***BIØL - PeopleSoft Invoice Format*** to add a Routing Code to the customer account. *If the customer has a bill-to account number, attach the Routing Code to it. If the customer does not have a separate bill-to account number, attach the Routing Code to the service account number. Keep in mind that if a bill-to account number is attached in the future, screen **BIØL** must be used again to attach the Routing Code to the bill-to number.*

3. To ***Add*** a new bill-to address, choose from the following options:

   a. To manually type the new customer bill-to address:

SCØH and SCØG- Customer Information (1) and (2)

1) From **SCØH**, press [**F13**]. *The system will proceed to the **SCØG - Customer Information (2)** screen.*

2) Press [**F14**] to add a bill-to address. *The system will proceed to the **SCØF - Name and Address** screen.*

3) Type the customer name and address information as it should appear on the customer invoice. If a second line of information must appear on the customer invoice, ensure that "ATTN" or "C/O" is typed in the ADDRESS 2 field (e.g., C/O Building Maintenance 2A). Note that when the customer invoice is generated, this line of information will print above the company name on the invoice.

4) A separate contact or proprietor name and contact information may be entered in this screen for intercompany accounts receivable reference. This information will not be displayed on the customer invoice.

5) When finished, press [**Enter**]. Write down this number for future reference.

b. To add a bill-to account number that already exists in the system:

1) Make sure that the bill-to account number is not attached to any Branch customer accounts. Utilize the second session in BAP (~J) and go to screen **SCØD - Customers Linked to Groups.** Enter the bill-to number and press [**Enter**]. Check for branch accounts by selecting listings (enter 'S' (Select) in the space preceding the customer number, and press [**Enter**]) and view information in **SCØG**. Press [**F13**] to also view **SCØH** and check for a territory override of '48'. If any accounts do not have the Routing Code or territory override '48' listed, do not use the bill-to number. Either search for a different bill-to number and repeat the process, or create a new bill-to number. If all accounts attached to the bill-to number are verified as Service Center accounts, go back to the first session (~J) and proceed to the next step.

2) From **SCØH**, press [**F13**]. *The system will proceed to the **SCØG - Customer Information (2)** screen.*

3) Enter 'C' (Change) in the FUNC field and press [**Enter**].

4) [**Tab**] to the field behind BILL-TO: and type the bill-to account number.

5) When entry is complete, press [**Enter**]. *The system displays the message: CHANGE(S) COMPLETE.*

c. It will be necessary to proceed to ***BIØL - PeopleSoft Invoice Format*** to add a Routing Code to the customer account. *If the customer has a bill-to account number, attach the Routing Code to it. If the customer does not have a separate bill-to account number, attach the Routing Code to the service account number. Keep in mind that if a bill-to account number is attached in the future, screen **BIØL** must be used again to attach the Routing Code to the bill-to number.*

4. To ***Change*** customer information:

a. Choose 'C' at the FUNC field, enter the Customer Number and press [**Enter**].

SCØH and SCØG- Customer Information (1) and (2)

b. Make changes, as necessary, to the customer information shown on the screen. When finished, press [**Enter**]. *The system displays the message: CHANGE(S) COMPLETE.*

5. To ***Change*** a customer's ***billing address***:

   a. On screen **SCØG**, enter 'I' (Inquire) in the function field, enter the customer number, and press [**Enter**]. *The system displays customer information, and a green line appears in front of the BILL-TO: field.*

   b. [**Tab**] to the field in front of the BILL-TO field, and enter 'S' (Select). *The system proceeds to* ***SC0F - Name and Address.***

   c. In screen **SCØF**, change the function code to 'C' (Change), and press [**Enter**]. Make changes as needed, and when finished, press [**Enter**]. *The system displays the message: CHANGE(S) COMPLETE.*

6. To ***Delete*** a customer's ***billing address***:

   a. On screen **SCØG**, enter 'I' (Inquire) at the FUNC field, enter the Customer Number, and press [**Enter**] to display the customer's account information.

   b. Choose 'C' (Change) at the FUNC field and press [**Enter**].

   c. [**Tab**] to the BILL TO field, space over the existing Bill-To number and press [**Enter**]. The system will display the message: *CHANGE(S) COMPLETE.*

Tips:

- To determine whether another Customer Number exists for the same company (e.g., for a different service), or shows a Bill-To account number, press [**F17**] XREF from **SCØH**.
- To add a customer billing address, press [**F14**] from **SCØG** after a customer's information is already displayed on the screen. The system automatically proceeds to screen **SCØF** so that the information may be entered. *A customer does not have a billing address in the system if the BILL-TO field in* ***SCØG*** *is empty.*
- From the SDE Loop, **DEØC - Service Document Header** screen, **SCØG** can be accessed by pressing [**F23**] CUST MAINT.

TS
SCREEN

TS3I - Sample Locator

Screen/Purpose: TS3I will be used to find samples/profiles based on a number of existing criteria. From here the site can use various other screens to search for containers.

Steps:

1. Select **TS3I** from the **MF TECHNICAL SERVICES MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **TS3I** and press (Enter) .
The *Sample Locator* screen appears.

2. In order to search for the profile you are looking for there are five options listed in which to sort through the data.

   1=NAME
   2=CUST#
   3=SMPL# (This may also be listed as Profile Ref # on the printed Profile/Preq)
   4=CNTL# (Prequal number)
   5=LLE# (Old Laidlaw profile number)
   6=**EPA ID #**

3. In the **SORT** field key in the number that you want to search by and at the **START AT** field key in the data in which to begin your search. If you key nothing into the START AT field the system will bring up all data associated with the SORT criteria.

4. If you want to narrow your search even further you can key in one or more of the following select criteria:

   BRANCH/SUBMITTER - Branch/Service Ctr
   PROJECT - Default is **PREQual**. Can also use **PROFile**, **APRV** (approval)
   LINE OF BUSINESSS
   CITY
   STATE
   COUNTRY

5. Once you have done this then press (Enter).
The system will display all the information associated to your SORT and SELECT criteria. Follow the PF keys at the bottom of the screen to move from page to page.

6. To get a detailed Profile; Prequal or Approval **TAB** to the correct customer information on screen and press (Enter). This will take you to the screen that you have designated in the **PROJECT** field.

```
TS31  N353                    SAMPLE LOCATOR                    1999-06-18 P1
                                                                04.30.05
     ENTER TO CONTINUE SEARCH OR CHOOSE A PFKEY BELOW
SORT: 1  1=NAME 2=CUST# 3=SMPL# 4=CNTL# 5=LLE# 6=EPA#  START: EASTMAN
SELECT: BRANCH/SUBMITTER: 202802    PROJECT: PREQ      LINE OF BUSINESS:
     CITY: ROCHESTER              STATE: NY      COUNTRY: USA
 CUSTOMER#     NAME                          PROJECT/LOB          LAB LOCN SURVEY
 CONTROL#      CITY-STATE                    DISPOSITION          BRCH-SUB COMPLT
 SMPL#         MATERIAL DESCRIPTION          LLE#
  2028029339   EASTMAN KODAK COMPANY         PREQ  24               317  032592
    133074 7   ROCHESTER, NY                 ACCEPT FOR SHIPM     202802  040192
    256568     WASTE OIL
 APRV FACILITIES  635  658
     54339     EASTMAN KODAK COMPANY         PREQ  24               317  051893
    178420 6   ROCHESTER, NY                 ACCEPT FOR SHIPM     202802  060193
    315754     WASTE OIL
 APRV FACILITIES  601  610  635  658
     54379     EASTMAN KODAK COMPANY         PREQ  26               606  063093
    182548 4   ROCHESTER, NY                 ACCEPT FOR SHIPM     202802  063093
    315795     WASTE OIL
 APRV FACILITIES  601  610  635  658
TS0021I NUMBER OF MATCHING SAMPLES IS  5
PF1=HELP,PF2=PREV,PF3=EXIT,PF5=RFSH,PF7=BWD,PF8=FWD
PF19=BWD-BY-5,PF20=FWD-BY-5
```

TS3L - VIEW/REPRINT ANALYSIS EVALUATION REPORT

Screen/Purpose: TS3L can be used by sites to inquire upon and reprint any prequalification analysis done by Safety-Kleen's Tech Center.

Steps:

1. Select **TS3L** from the **MF TECHNICAL SERVICES MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **TS3L** and press (Enter) .
   The *View/Reprint Analysis Evaluation Report* screen appears.

2. At the **BY SAMPLE OR CONTROL #** field choose **S** for sample.

3. At the **VIEW** field key **Y** for yes.

4. At the **PRINT** field either key **Y** for yes or leave it blank.

5. If you choose to print it then complete these fields
   - **SAME DAY/OVERNIGHT** - **S** = *Same day;* **O** = *Overnight*
   - **REMOTE LOCATION** - *Your site number*
   - **MFST?** - *Do you want a manifest?* **Y** = *Yes;* **N** = *No*
   - **LDR?** - *Do you want an LDR?* **Y** = *Yes;* **N** = *No*
   - **PREQ?** - *Do you want the prequal analysis to print?* **Y** = *Yes;* **N** = *No*

6. Since you chose S for sample at the NUMBER field key in the sample number/s that you want to view or print and press (Enter) .

7. The screen will scroll to show you the view of the prequal analysis you have chosen. To see page to the next screen press F8 and continue until you come to the last page. If you chose more than one analysis then use the PF key to view the next analysis.

8. Any analysis that you chose to print will show up in you RJE print spool within a few minutes.

Example of Prequal on screen.

TS3M N375 VIEW REPORT 1999-03-10 P1
17.59.01

PRINT: VIEW REPORT USING PF KEY(S) OR TYPE SEARCH STRING, PRESS ENTER
SEARCH STRING:
8XXXX-RXXXX PREQUALIFICATION EVALUATION PAGE 1 OF 4
PARTS WASHER SERVICE COMPLETED: 11/19/98
INTERNATIONAL - OTHER REVISED: 11/19/98
RUN: 03/10/99

ACCEPT FOR SHIPMENT

CONTROL #: 3800175-6
BRANCH/SUBMITTER: 517601 LAB #: 6549800175-2
KAUKAUNA SURVEY #: 2028254

GENERATOR INFORMATION: CUSTOMER NUMBER: 5176-01-9409

CASTLE PIERCE
ATTN A/P
2247 RYF RD
OSHKOSH, WI 54904

ATTN: DAVID B DAVIS

PF1=HELP,PF2=PREV,PF3=EXIT,PF5=RFSH,PF7=BWD,PF8=FWD,PF10=PREV RPT,PF11=NEXT RPT PF19=TOP,PF20=BOTM,PF21=PREV PAGE,PF22=NEXT PAGE

TS3L - VIEW/REPRINT ANALYSIS EVALUATION REPORT

Screen/Purpose: **TS3L** can be used by sites to inquire upon and reprint any prequalification analysis done by Safety-Kleen's Tech Center.

Steps:

1. Select **TS3L** from the **MF TECHNICAL SERVICES MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **TS3L** and press (Enter) .
   The *View/Reprint Analysis Evaluation Report* screen appears.

2. At the **BY SAMPLE OR CONTROL #** field choose **S** for sample.

3. At the **VIEW** field key **Y** for yes.

4. At the **PRINT** field either key **Y** for yes or leave it blank.

5. If you choose to print it then complete these fields
   - **SAME DAY/OVERNIGHT** - **S** = *Same day;* **O** = *Overnight*
   - **REMOTE LOCATION** - *Your site number*
   - **MFST?** - *Do you want a manifest?* **Y** = *Yes;* **N** = *No*
   - **LDR?** - *Do you want an LDR?* **Y** = *Yes;* **N** = *No*
   - **PREQ?** – *Do you want the prequal analysis to print?* **Y** = *Yes*; **N** = *No*

6. Since you chose S for sample at the **NUMBER** field key in the sample number/s that you want to view or print.

7. At the **APRV FCLT** key the Approved facility if you want to print an LDR for just that facility. (This field is essentially obsolete since only 1 LDR prints for each manifest now.)

8. The Profile will only print 6 approved ship to facilities. Most will have less than six. If you wish to view / print all facilities over the 6 then in the **ALL FCLT** field type '**Y**'.

9. Once you complete the above, press (Enter) .

10. The screen will scroll to show you the view of the prequal analysis you have chosen. To see page to the next screen press F8 and continue until you come to the last page. If you chose more than one analysis then use the PF key to view the next analysis.

11. Any analysis that you chose to print will show up in you RJE print spool within a few minutes.

Example of Prequal on screen.

```
TS3M  N375          VIEW REPORT                    1999-03-10 P1
                                                          17.59.01
PRINT:  VIEW REPORT USING PF KEY(S) OR TYPE SEARCH STRING, PRESS ENTER
SEARCH STRING:
8XXXX-RXXXX        PREQUALIFICATION EVALUATION        PAGE 1 OF 4
PARTS WASHER SERVICE                          COMPLETED: 11/19/98
INTERNATIONAL - OTHER                           REVISED: 11/19/98
                                                    RUN: 03/10/99
ACCEPT FOR SHIPMENT
                                              CONTROL #:  3800175-6
BRANCH/SUBMITTER: 517601                          LAB #: 6549800175-2
KAUKAUNA                                      SURVEY #:  2028254
-------------------------------------------------------------------------------
GENERATOR INFORMATION:  CUSTOMER NUMBER: 5176-01-9409

    CASTLE PIERCE
    ATTN A/P
    2247 RYF RD
    OSHKOSH, WI 54904

    ATTN: DAVID B DAVIS

PF1=HELP,PF2=PREV,PF3=EXIT,PF5=RFSH,PF7=BWD,PF8=FWD,PF10=PREV RPT,PF11=NEXT
RPT PF19=TOP,PF20=BOTM,PF21=PREV PAGE,PF22=NEXT PAGE
```

TS3Q - CORPORATE REVIEW RESULTS

Screen/Purpose: TS3Q will be used by Service Centers to verify and add a ship to site number to a valid prequal already in the system.

Steps:

1. Select TS3Q from the MF TECHNICAL SERVICES MENU or press the HOME key to move your cursor to the upper left of the screen and key TS3Q and press (Enter) .
   The *Corporate Review Results* screen appears.

2. While there are multiple functions to choose from there are only 2 that you will use.
   I = Inquire
   C = Change

3. At the CONTROL # key in the prequal control number. This is not the sample number or profile number. If you do not have the prequal number go to screen TS3L and you will be able to gain access to it.

4. Press (Enter) .
   The screen will scroll and display the information pertaining to prequal you keyed.

C = Change

A. At the FUNC field key in C and press (Enter) .
B. Key in the necessary changes. If you are adding a new APPROVED FACILITY and all 4 fields are already filled in press F8 to open more lines. Key in the site number at the LOC field .
C. When you are finished press (Enter) .
   The system returns the message CHANGES COMPLETE.

TS42 - OUTBOUND APPROVALS

Screen/Purpose: TS42 will be used by Service Centers to maintain Outbound Approvals. Here you can inquire on, create and change outbound approvals for your site.

Steps:

1. Select **TS42** from the **MF TECHNICAL SERVICES MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **TS42** and press (Enter) .
The *Outbound Approval* screen appears.

2. At the **FUNC** field choose one of the following functions based on the task you want to complete.
   - **I** = Inquire on outbound approval via approval or control field.
   - **A** = Add an outbound approval.
   - **C** = Change an outbound approval.
   - **S** = Search for an approval via approval, outbound facility or waste description.
   - **E** = Expire the outbound approval.
   - **R** = Reinstate the expired approval.

3. At the **APPROVAL** field key in the synonym or at the **CONTROL#** field key the number you want based on the function above.

A = ADD

A. To add an approval choose a synonym and key it in at the **APPROVAL** field. These synonyms are based on each sites desires as to how they read. (Examples: **PEC, SMFLD, NANDV, DENT.**) Once keyed in press (Enter) .
B. At the **OUTBOUND FAC** field type in the facility number of the site you are shipping this waste to.
C. At the **PROCESS CODE** field key in the treatment method based on the federal tables. (i.e. S01, D81, T18, etc.)
D. At the **WASTE DESC** key in the D.O.T. description of the waste as completed on the manifest. (i.e. *RQ, Waste Paint Related Material, 3 UN1255*)
E. At the **WASTE CODES** field key in all appropriate waste codes for this approval.
F. Press (Enter) .
At control number for your approval appears in **CTRL#** and the message **ADDS COMPLETE**.

C = CHANGE

A. To change an approval after choosing the change function key in either the **CTRL#** or **APPROVAL** synonym and press (Enter) .
B. You can make changes to anything in the **OUTBOUND FAC; PROCESS CODE; WASTE DESC; WASTE CODES** fields.
C. When finished press (Enter) .

The system displays CHANGES COMPLETE.

E = EXPIRE

A. After choosing this function key in either the CTRL# or APPROVAL synonym you want expired and press (Enter).
B. The system returns the message TYPE Y AND PRESS ENTER TO CONFIRM THE EXPIRING THE APPROVAL.
C. Type Y at FUNC and press (Enter).
The message returns CHANGES COMPLETE.

R = REINSTATE

A. After choosing this function key in either the CTRL# or APPROVAL synonym you want reinstated and press (Enter).
B. The system returns the message TYPE Y AND PRESS ENTER TO CONFIRM THE REINSTATING THE APPROVAL.
C. Type Y at FUNC and press (Enter).
The message returns CHANGES COMPLETE.

COMMENTS

A. You can add comments to approvals that can be viewed in either TS42 and TS3Q.
B. With the function set at I press F18 (SHIFT+F6)
C. This takes you to the Corporate Review Comments screen TS3N
D. Type the comment you wish to add and press (Enter).

Corporate Waste Tracking – Administrative: April 4, 2000

TS44 – Analytical Comments

Screen/Purpose: **TS44** will be used by sites to inquire upon and edit comments pertaining to the waste stream. Here you can view multiple types of comments pertaining to the waste.

Steps:

1. Select **TS44** from the **MF TECHNICAL SERVICES MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **TS44** and press (Enter). This screen can also be viewed by pressing **F20** while in the TS3Q screen.
   The *Analytical Comments* screen appears.

2. If you enter this screen from the TS3Q screen the control number used there will be auto-populated and it will pull up the comments attached.

3. If you enter the screen directly at the **FUNC** field type **I** to inquire.

4. Key in the control number in the CONTROL# field and press (Enter).

5. This will bring up the first comment or **RLST CD**. Usually it will be a PPE description.

```
TS44   N35F                ANALYTICAL COMMENTS                2000-04-04
                                                              12.02.45

  FUNC I TYPE FUNC (A,C,D,OR I), CTRL#, RSLT CD, STD CD - PRESS ENTER
 CONTROL#  1832741 2  RSLT CD: PPE    STD CMNT CD:
 RSLT GRP     METH CD:        VERS NUM:
 COMMENT TEXT:
PLEASE WEAR RESPIRATOR;EYE PROTECTION,GLOVES WHEN SAMPLING THIS WASTE.
```

6. To view other comments press **F22** to go forward or **F21** back for comments in the **RSLT CD** range.

7. Below is a table of RSLT CD's so that may help you understand comments placed on the profile by the Tech Center.

RLST CD	DESCRIPTION	RLST CD	DESCRIPTION
#PHS	NUMBER OF PHASES	NVR	NON-VOLATILE RESIDUE
ABID	ACID/BASE IDENTITY	NVRD	NON-VOLATILE DESCRIPTION
ANON	ANION	OCAS	VOC CAS NUMBER
APER	APPEARANCE	ODOR	ODOR
ASH	ASH CONTENT	OTHR	VOC OTHER DESCRIPTION
B001	CUSTOMER REALIGNMENT	OVOC	VOC OTHER AMOUNT
B003	AUTO APPROVAL	OXID	OXIDIZER SCREEN
BOTD	BOTTOMS SOLID	PCB	PCB
BP	BOILING POINT	PCBA	PCB AROCLOR
BTU#	HEAT CONTENT	PCBV	PCB AMOUNT
CENT	CENTRIFUGE	PELM	PROFILE ELEMENT
CMWC	COMINGLED WASTE COMPATIBILTY	PERO	PEROXIDE SCREEN
COAG	CAUSTIC COAGULATION	PH	PH
COLO	COLOR	PHDE	PH DIRECT/EXTRACT
CYAN	CYANIDE SCREEN	PHPM	PH PAPER/METER
DENS	DENSITY	POLP	POLYMERIZTION POTENTIAL
DUST	DUST	POTH	PH OTHER
ENDP	ENDPOINT	PPE	PERSONAL PROTECTION EQUIPMENT
F100	FLAMMABILITY AT 100 F	PREP	VOC PREP
F102	FLAMMABILITY AT 102 F	PVOA	PROFILE VOA RESULTS
F140	FLAMMABILITY AT 140 F	PVOC	PROFILE CONSTITUENTS
F200	FLAMMABILITY AT 200 F	RAD	RADIOACTIVITY
F73	FLAMMABILITY AT 73 F	REC	RECOVERY
FCMP	FUEL COMPATIBILITY	SECD	PROFILE SECTION D DESCRIPTION
FIDE	TCD/FID/ECD	SPEC	SPECIFIC GRAVITY
FLAS	FLASHPOINT	SULF	SULFIDE SCREEN
FOTH	FLAMMABILITY AT TEMP	TCCF	TAG CLOSED CUP FLASH
FPOT	FLAMMABILITY POTENTIAL	TOC	TOTAL ORGANIC CARBON
HALO	CHLOR-DT P/F	TOXC	TOXICS
HALP	HALOGENS P/F	VISC	VISCOSITY
HVOC	HVOC	VOA	VOLATILE ORGANICS
METL	METALS	WATC	WATER COMPATIBILITY
NUET	NEUTRALIZATION	WATE	WATER CONTENT
NUTA	NEUTRAL AMOUNT	WATR	WATER REACTIVITY

TS4Q – Material Profile – Physical Characteristics

Screen/Purpose: TS4Q will be used by Service Centers to view certain characteristics associated to the profile for a waste stream. Screen prints of this information will be used by lab personnel in their testing capacities.

Steps:

1. Press the HOME key to move your cursor to the upper left of the screen and key TS4Q and press (Enter) .
   The *Material Profile – Physical Characteristics* screen appears.

2. While there are multiple functions to choose from there are only 2 that you will use.
   I = Inquire
   C = Change
   A = Add

3. At the PROFILE REF# key in the reference number (sample #) or at the CONTROL # field the prequal control number found on the profile.

4. Press (Enter) .
   The screen will scroll and display the information pertaining to prequal you keyed.

C = Change

A. At the FUNC field key in C and press (Enter) .
B. Key in the necessary changes.
C. When you are finished press (Enter) .
   The system returns the message CHANGES COMPLETE.

WT
SCREEN

Corporate Waste Tracking – Administration: June 20, 2000

WT01 – Tank Storage Location Table

Screen/Purpose: **WT01** is used to add, change, or inquire upon valid tanks codes and related information about tanks that sites use in processing waste

Steps:

1 From the **PC MANAGEMENT MENU** choose **WT01** or press the **HOME** button so that the cursor moves to the upper left of the screen and type **WT01** and press (Enter).
The *Tank Storage Location Table* screen appears

2 At the **FUNC** field type in a function that you want to use. You will always want to start using the inquiry function.
I = Inquire
C = Change information related to the tank.
D = Delete an existing tank.
A = Add a new tank location.

3 At the **TANK LOCATION** field type in the tank you wish to inquire upon and press (Enter).
The screen will scroll to show you all information pertaining to that tank.

CHANGING INFORMATION

1 At the **FUNC** field type a **C**.

2 At the **TANK LOCATION** field key in the tank number that you want to change the information on and press (Enter).

3 The following fields open for entry
TANK DESCRIPTION – A brief description of what is in the tank.
STA – The status of the tank is either 'A'ctive or 'I'nactive.
PART NUMBER – The part number for the material in the tank.
PROCESS DISP – The disposition of the waste processed to the tank.
U/M – Unit of measure.

4 Once you change this information press (Enter).
The system will return with **CHANGES COMPLETE.**

DELETING A TANK

1 At the **FUNC** field type a **D**.

2 At the **TANK LOCATION** field key in the tank number that you want to delete and press (Enter).

3 The system will ask you to confirm this with a 'Y' and press (Enter).
The system will return with **DELETES COMPLETE**.

ADDING A TANK

1 At the **FUNC** field type **A**.

2 At the **TANK LOCATION** field key in the tank number that you want to add and press (Enter).

3 The following fields open for entry
TANK DESCRIPTION – A brief description of what is in the tank.
STA – The status of the tank is either 'A'ctive or 'I'nactive.
PART NUMBER – The part number for the material in the tank.
PROCESS DISP – The disposition of the waste processed to the tank.
U/M – Unit of measure.

4 Once you change this information press (Enter).

5 The system will return with **ADDS COMPLETE**.

WT04 – SKDOT Table Maintenance

Screen/Purpose: **WT04** is used to add, change, or inquire on SKDOTs from the local history file. This is at the client level not the mainframe.

Steps:

1. Select **WT04** from the **PC MANAGEMENT MENU in the client.**
   The *SKDOT Table Maintenance* screen appears.

2. At the **FUNC** field, identify what you want to do.
   I = *inquire upon current SKDOT information.*
   A =*add a new SKDOT/effective date combination,*
   C = *change information that was made effective at an earlier date.*

3. Press (Enter).
   If you are inquiring, the system will display the most recent SKDOT information.

Adding a Specific SKDOT

1. At the **FUNC** field type **A** to add.
2. At the **SKDOT** filed type the SKDOT # you want to add.
3. Press (Enter).
4. The system places today's date in the **EFFECTIVE DATE** field. In order for your addition or changes to become effective immediately you will need to backdate this field. It is suggested that you backdate the month. To change the effective date or other information, type over any highlighted information.
5. When finished, press (Enter).
   The following message displays: **ADD(S) COMPLETE**

Changing Information

1. At the **FUNC** field type **C** to make a change.
2. At the **SKDOT** field key in the SKDOT number that you want to change.
3. Press (Enter).
4. You can change or erase any highlighted information by typing over it.
5. When you're finished, press (Enter).
6. *The following message displays*: **CHANGE(S) COMPLETE**

WT0H – Inbound Manifest Information

Screen/Purpose: **WT0H** is used to inquire upon or change manifest data at the client level. These changes are often the result of failed lab dispositions or rejecting an entire manifest back to the original generator of the waste.

Steps:

1. Select **WT04** from the **PC INBOUND MENU in the client.**

2. You can call up your inbound document using either of the 2 fields then press (Enter).
   LOAD # - The inbound load number. Then press F8 to go through the documents.
   DOC REF# - This is the document reference number assigned to the inbound manifest once it drops to the client.
   Using this criteria will narrow your search.
   The DOC REF# can be found on the Inbound Load Sheet or in screens WT0J and WTCF by using a container number to search for it.

3. This will bring up information about the document at the client level.

4. If you want to make changes to the information on the screen in the FUNC field type C and press (Enter).

5. The screen will scroll to open fields in which you can change data. Once complete press (Enter). The system will return with the message **CHANGES COMPLETE.**

WT0J- Container Inquiry

(On the Client)

Screen/Purpose: **WT0J** is used to display container information in the client (RCWT). This screen differs from that on the mainframe in that it has different criteria in which to select the containers to be displayed and the data that is shown on screen.

Steps:

1. Select **WT0J** from the **PC GENERAL ADMINISTRATION MENU** or press the **HOME** key to move your cursor to the upper left of the screen. Type in **WT0J** and press (Enter). The *Container Inquiry* screen appears.

2. The screen displays a number of ways you can call up containers.
   - **LOAD#** - The inbound load number without the 'L' prefix.
   - **DOC REF#** - The document reference number assigned once the containers are dropped to the client.
   - **LOT#** - The lot number assigned when the load was dropped to the client.
   - **SMPL#** - The sample number used for the lab.
   - **GROUP#** - The group a container to which a container is assigned. (Pallet, CC)
   - **CNTN#** - The container number.

3. Key in the data that you are using to call up the containers and press (Enter). The screen scrolls and displays all data pertinent to the selection criteria.

4. You will notice that data will also show up in the selection criteria area. There will be an 'X' placed next to the criteria you chose to call up the containers.

WTOK - Sample Label Printing

Screen/Purpose: **WTOK** is used to print or reprint a sample label or to create new samples.

Steps:

1. Select **WTOK** from the **RC INBOUND MENU** or press the **HOME** key to move the cursor to the upper left of the screen. Type in **WTOK** and press (Enter) .
   The *Sample Label Printing* screen appears

2. At the **FUNC** field, identify what you want to do.
   I = *inquire upon sample label printing*
   A = *create new samples*
   C = *change sample label printing*

3. Once you key the function choose how you will select what containers you want sample labels for. These criteria are:
   LOAD# - The inbound load number without the alpha designator L. This will be the option you use the most.
   LOT# - The lots assigned to a load after log in. These can be found on the Expected Inbound Detail Report.
   SAMPLE# - Sample number assigned after log in.
   GRP - The inbound group number including the alpha designator. Not used for loads.
   CNTN# - The individual container number

Inquiring upon Sample Label Printing

A. Fill in at least one of the highlighted select fields and press (Enter) .
If a composite sample number is typed at the SMPL# field, all samples and composite sample will be shown.

B. The screen will scroll displaying all the sample numbers to print.
   The **PRINT FLG** *field displays the following values:*
   P = *to be printed, but hasn't been yet,*
   1 = *to be reprinted*
   0 = *not to be printed.*
   The **TO PRT** *field shows the total number of containers flagged for label printing.*

C. To print, press (PF14) .

Creating New Samples

A. Change **FUNC** to **A**, press (Enter). *Note: You must always Add to the LOT level. You will not be able to create New "Special" labels otherwise. In other words, put in the Lot number and the do the Add function.*

B. At the **CREATE SPECIAL SAMPLE (S)** type the number of new samples to be created and press (Enter).

C. The cursor moves to the **FUNC** field. Fill in the highlighted fields with the sample information and press (Enter) .

D. The new sample numbers will appear for printing.

E. The screen will scroll moving the cursor to the **FUNCTION** field. With the function now **I** to print, press (PF14) .

Changing Sample Label Printing (Re-Printing only)

A. Change **FUNC** to **C**.

B. Fill in at least one of the highlighted select fields and press (Enter) .
*If a composite sample number is typed at the **SMPL#** field, all samples and composite sample will be shown.*

C. You can then change the **ALL PRINT FLG** (**Y** = *Yes to printing*, **N** = *No to printing*) and **PRINT FLG** fields as needed by typing over the existing values and pressing (Enter) .

D. The screen will scroll moving the cursor to the **FUNCTION** field. With the function now **I** to print, press (PF14) .

Helpful Hints

1. To reprint a label follow the steps for inquire. All reprinted labels have the message **"REPRINT"** on them.

2. If an error occurs during printing you can clear it by pressing **F24** (SHIFT-F12) once. Then resubmit the job.
   If the error occurs again press **F24** twice. Once to clear the error and then again to change the printing type from Batch to 3270. (3270 is the recommended at this time.)

WTOM - Test Results

Screen/Purpose: **WTOM** is used to inquire upon and update testing results of a sample or composite.

Steps:

1. Select **WTOM** from the **RC LAB MENU** or press the **HOME** key to move the cursor to the upper left of the screen and key in **WTOM** and press (Enter) .
The *Test Result Criteria* screen appears

2. At the **FUNC** field, identify what you want to do.
   I = *Inquire upon test results*
   C = *Change test results*

3. Type the sample number and press (Enter) .
The system indicates whether the sample number refers to a composite or sample by placing a **C** or **S** to the right of the **SMPL#/COMP#** field.
If you are inquiring, the system displays the test results.

C = Change

A. Follow steps 2 and 3 above.
   The fields will open up for the requested sample.
B. You can change any highlighted information by typing over it.
   - You can only change information at the **RESULTS** field if all containers associated with the sample have not been assigned a lab disposition
   - An entry of **N** for not pass at the **PCB, PH or FLASHCOM** fields automatically flags the **SAMPL HOLD**.

C. When finished, press (Enter) .

WT0O - Lab Disposition

Screen/Purpose: **WT0O** is used to display and correct lab dispositions for an entire lot after samples or composites have been tested. Containers must have had container data entered for them using screen RF screen WTAN prior to placing a dispo on the container.

Steps:

1. Select **WT0O** from the **RC LAB MENU** or press the **HOME** key so the cursor moves to the upper left of the screen. Key in **WT0O** and press (Enter).
The *Lab Disposition* screen appears.

2. At the **FUNC** field, identify what you want to do.
   I = *Inquire upon a lab disposition*
   C = *Change a lab disposition*

3. Type either a lot number or sample number and press (Enter).

4. What to do with the functions.

I = Inquire

If you are inquiring, a list of container numbers lab dispositions and other line item information displays.

C = Change

Assigning the Same Lab Disposition to Multiple Containers

If you want to add the same disposition to all lines for a sample/lot fill in the first **LAB DISP** field (just to the right of the **SAMPLE#** field) this is in the header of the screen, and press **F15 (SHIFT+F3)**.
This will complete a mass disposition for all containers.
The system will return the message **MASS UPDATE OF XXX CONTAINERS IS COMPLETE.**
Make sure the total matches that on the lot.

Any line items that have empty **LAB DISP** *fields will be filled in with the lab disposition you just entered.*

Changing the Lab Disposition for Individual Containers

Enter each disposition for each container in the **LAB DISP** filed.

Changing Container Holds

Holds are indicated at the **HD** fields.

Here you can either type **Y** to indicate a container is on hold or press the spacebar to indicate a container is not on hold.

Changing Test Results

This task switches you to **WT0M - TEST RESULTS.**

Move the cursor to the left of the **CNTN NUMBER** field for the specific line item and press (Enter).

The Test Results screen appears. Make changes here as directed by the step x step documentation for that screen.

5. When all changes to the line item/s information are done review the data and press (Enter).

If successful, the following message displays: **CHANGE(S) COMPLETE.**

Helpful Hints

1. To determine whether a sample number or lot number can be used, go to the **WTAA** *screen* and look at the **LAB DISP SCREEN ACCESS** field.

2. If, during a mass update, a container, on a page other than where you are doing the update, has an error the system will update all containers up to that container. It will then highlight that container and display an error message. In order to continue your mass update you will need to correct the error.

3. If you start a mass update on a page other than the first page for that lot all containers will be update except those on previous screens. If you start on page 3 of 5 then pages 3,4,5 will update and pages 1,2 will have no dispoÁs.

WT0P - Lab Disposition Status for Load Inquiry

Screen/Purpose: **WT0P** is used to inquire upon the lab disposition and holds of all lots and containers for a specified load, lot or sample.

Steps:

1. Select **WT0P** from the **RC LAB MENU** or press the **HOME** key to move the cursor to the upper left of the screen and press (Enter).
The *Lab Disposition Status for Load Inquiry* screen appears.

2. Type the either the load number, lot number, or sample number and press (Enter).

3. The system displays all associated lots and containers and their lab dispositions.
The **ON HOLD** field lists the following flags:
   - **D** – *Document hold*
   - **L** – *Lot hold*
   - **C** – *Container hold*
   - **F** – *Flash count hold*
   - **S** – *Sample hold*
   - * - *An asterisk for multiple holds*

4. If you want to print a report from this screen, press (F14).

WTOU - Container Holds Update

Screen/Purpose: **WTOU** is used to display containers on hold by either lot, sample, or container. You can also change a container's restriction code, add or remove a container from hold, as well as change the flash count result.

Steps:

1. Select **WTOU** from the **RC HOLDS MENU** or press the HOME key to move the cursor to the upper left of the screen. Type **WTOU** and press (Enter) .
The *Container Holds Update* screen appears.

2. At the **FUNC** field, identify what you want to do.
I = *Inquire about containers on hold*
C = *Change the hold information for a container*

3. At the **SELECT** line choose from the criteria how you will search for the containers by filling in one of the highlighted fields.
LOT - Lot number
SMPL - The sample number
CNTN - The container number
GRP - The group number the containers are on.

Once chosen press (Enter) .
If you are inquiring, the system will display the requested containers and any holds or restrictions.

C = Change

A. Follow steps 2 and 3 above.
B. Here you can change multiple items.
– To change a container restriction, type over the existing code with the new code in the **RTRC CODE** field.
– To change a container hold, at the **HOLD FLAGS CNTN** field type **Y** to place the container on hold or to remove a previous hold, type **N**.
– To change the flash count, type **P** for pass or **F** for fail in the **SMPL HOLD FLAGS FC** field.
C. When you're finished making your changes, press (Enter) .
The following message displays: **CHANGE(S) COMPLETE**

Corporate Waste Tracking – Operations: October 11, 1999

WTA3 – Undo (RCWT RF Unit)

Screen/Purpose: **WTA3** is used when the material handler has scanned a number of containers to process them but finds that they will be unable to do so due to unforeseen circumstances. Use this screen to unprocess all types of containers.

Steps:

1 Select **WTAJ – PRCMENU** on the RF Unit and select **WTA3** or **TAB** to the upper left of the screen type **WTA3** and press (Enter).
The screen will scroll to the *Undo* screen.

2 At the **SL ROW** field type in the storage location to where the containers will be placed.
   a) If they are going to remain in the process line you may have a unique location name for the process line. Use that name should one exist.

3 At the **CNTN** field, scan or type in the container number that you are going to unprocess.

4 The screen will scroll to display the total volume processed in the **TTL GAL** field. Here you can leave this amount or change it to the total you want to unprocess.
   a) Should you change the total volume here you can not make it more than what was originally processed.
   b) Any difference between what was originally processed and the amount you place in this field will remain processed.
      i) This difference will need to be processed at a later date.

5 Once you are sure that the information displayed on screen is correct press (Enter).

6 The system displays a running total of the drums that have been unprocessed in the **TTL CNTN** field.

Helpful Hints:

Groups can not be unprocessed. If you process a group each container will need to be unprocessed individually.

Corporate Waste Tracking – Operations: October 11, 1999

WTAK – WARN (RCWT RF Unit)

Screen/Purpose: **WTAK** is used when the material handler has scanned containers to process or group and there is either a hold on the containers or the disposition on the container does not match the process assigned to the tank. *This screen can be accessed through any other handheld and only by a supervisor.*

Steps:

1 Select **WTAO – MISCMENU** on the RF Unit and select **WTAK** or **TAB** to the upper left of the screen type **WTAK** and press (Enter).
The screen will scroll to the *WARN* screen

2 Here you will see a display that will show you the following information.
OPER – The RACF ID for the person who's handheld was locked up.
TRAN – The transaction id they were in the process of using. This is the screen identifier found in the upper left of the screen.
CNTN – The container number they were scanning.
SL – The storage location where the container can be found
GRP – The group number that the material handler was trying to use.

3 Investigate the cause of the lockup. Place the container aside for a resolution.

4 To unlock the scanner of the material handler press (Enter). This tells the system that a supervisor has been notified and is resolving the issue. It then allows the material handler to continue with their job.

WTAN (RCWT) - Container Data Entry Using Handheld Units

Screen/Purpose: **WTAN** is used to enter and update container information after the containers have been logged in and the load is reconciled. Typically this is done after sampling.

Steps:

1. Select **WTAG , LOGMENU** on the RF Unit.
Type **WTAN** at the **SELECT** field and press (Enter) .

or

2. Tab to the upper left of the screen and type **WTAN** and press (Enter) .
The *Container Data Entry* screen appears.

3. Either scan the containerÁs or groupÁs bar code or type the container or group number. If youÁre typing the container or group number, you need to press (Enter) when youÁre finished.

4. Add or change any information at underlined fields as required. Information that can be changed is:

SZ - Size of the container.
- **TL** - Large Tote
- **TS** - Small Tote
- **CF** - Cubic Foot / Boxed Material
- **WR** - Wrangler/Skids
- All the Usual container sizes

PC - Physical characteristics of the waste.
- **P** - Pump, **N**-Non-pump, **T**-Trash, **S**-Solid, **U**- Unprocessable, **D**-Debris, Other as defined by individual sites.

TOTL - Total weight/volume of the container.
UOM - Unit of measure for the container. (P, G, etc.)
SLG - Amount of sludge in drum.
H2O - Amount of water in drum.
SLD - Amount of solids in drum.
SG - The specific gravity of the waste.
CTYPE - Container type.
- DF, DM, Etc.

APF - Approved facility code for off site shipments.
CMNT - Comments that the drum checkers / samplers want the lab to view.

5. When finished with that container press (Enter) . If there are no errors you can move on to the next container.

The system processes the container information for the lab to and process crews to review.

Helpful Hints

1. Sometimes you will have containers that are similar. To duplicate this information and transfer it to all containers in the lot (Line Item on the manifest) , press (F6) . These containers must not have existing information. If the container has existing container data, then information will not be duplicated to these containers.

2. *Service Center Default* – For Service Centers there is a default that if activated for the site shows up on screen in the PC field as an '*' (asterisk). With this default in place the service center completes as many data fields as necessary for their site. Any information completed here will update to the mainframe.

Corporate Waste Tracking – Operations: October 1, 1999

WTAS - Sample Association

Screen/Purpose: **WTAS** is used to quickly associate up to 20 containers with an existing sample. You can also use this screen to associate individual containers with an existing or new sample.

Steps:

1. Select **WTAH – SMPLMENU** on the RF Unit or tab to the upper left of the screen and key in **WTAS** and press (Enter).

2. Type **WTAS** at the **SELECT** field and press (Enter).
The *Sample Association* screen appears.

3. Type the load or lot number and press (Enter).
The system displays the first sample for the lot/load information, the total containers associated with the displayed sample, as well as the total number of containers that still need to be associated with a sample.
(F7) *previous sample,* (F8) *next sample.*

4. Depending on the number of containers attached to a sample for the lots on the load start associating the containers to the sample number.

1to 20 containers in a lot.

Press (F9) to associate all containers to the sample number displayed for that lot. Make sure the correct sample is displayed.

21 or more containers in a lot.

When this occurs you will have more that one sample number for the lot. What you must do is scan each individual container number to its sample number until you come to the final sample number that has 20 or less containers on it.
To associate individual containers to a sample number you can either scan the container's bar code, or you can type the group or container number at the G/C field and press (Enter).
At this point you can press (F9) to associate the remaining 20 to its sample number.

All lots have 20 or less containers to a sample.

If all samples on the load have less than 20 containers on them then you can associate all containers to their sample numbers by pressing (F9) .

Doing it one container at a time.
To associate individual containers to a sample number you can either scan the container's bar code, or you can type the group or container number at the **G/C** field and press (Enter).

Helpful Hints

Pay attention to the **TO ATTACH** and **SCANNED** fields for the containers you are associating. This way you can keep track of what is happening.
Watch for error messages. If any occur try to resolve it immediately.

Corporate Waste Tracking – Operations: October 1, 1999

WTAU - Sample Receipt on the Hand Held (RF) Units

Or creating a Chain of Custody Document.

Screen/Purpose: **WTAU** is used to group sample jars together and create a Chain of Custody document for each group. This screen applies to individual drums grouped into a lot and then sampled into a jar.

Steps:

1. Select **WTAH – SMPLMENU** on the RF Unit or tab to the upper left of the screen and key in **WTAU** and press (Enter).

2. Type **WTAU** at the **SELECT** field and press (Enter).
The *Sample Receipt* screen appears.

3. Then at the **FUNC** field type **A** and press (Enter).

4. Scan the bar coded lab number.

5. Type the RACF ID of the person receiving the samples at the lab.

6. At the **SMPL** field, you can either scan the sample's bar code, or you can type the reference sample number of the jar and press (Enter).
If successful, the **TOTL RCPT** *field displays the total number of samples scanned.*

7. Press (Enter) again.
The **COC**, *Chain of Custody*, number displays.

8. If you want to assign the displayed COC number to all sample numbers in the load, press (F6) and type the load number.
When you're finished, press (Enter).

Changing the Chain of Custody Document.

1. At the **FUNC** field type **C** and press (Enter).

2. Follow steps 4 - 6 above.

3. You can make the following changes:
   - The person who received the samples. Type over the RACF ID at the **RECV BY** and press (Enter).

- Add a sample number to the document by scanning the number or typing the number in and press (Enter).
- Assign all samples numbers to the load by pressing (F6). When finished press (Enter).

To Inquire upon a Chain of Custody

1. Once you enter the screen press (Enter) again.

2. At the **SMPL** field, you can either scan the sample's bar code, or you can type the reference sample number of the jar and press (Enter).
The system will display the **COC**, *Chain of Custody,* and the RACF ID of the person receiving samples and the total number of samples received.

3. Press (F7) previous sample or (F8) next sample to view each sample on the document.

Corporate Waste Tracking – Operations October 1, 1999

WTAY - Container Inquiry

(RF Hand Held Units)

Screen/Purpose: **WTAY** is used to locate a specific container by one of the following: lab disposition, lot or sample, group, or container number.

Steps:

1. Select **WTAI – MOVEMENU** on the RF Unit Select **WTAY** from the **MOVEMENU**.

or

2. **TAB** to the upper left of the screen. Type in **WTAY** and press (Enter).
The *Container Inquiry* screen appears.

3. There are 3 ways in which to search for containers.

   By Group or Container Number

   At the **G/C** field, you can either scan or type the group/container number, and then press (Enter).
   The storage/row location displays where the container can be found.
   If you want to see more detailed information on the container, press (F8).
   The system then displays the *Container Data Entry (WTAN)* screen.

   By Lab Disposition

   At the **LAB DISP** field, type the lab disposition of the containers that need to be found and press (Enter).
   The storage/row location displays where the containers can be found.

   By Lot or Sample

   At the **LOT/SAMPLE** field, you can either scan or type either the lot or sample number, and press (Enter).
   The storage/row location displays where the containers can be found.

Corporate Waste Tracking – Operations: October 11, 1999

WTAZ – Process Containers
(RCWT RF Unit)

Screen/Purpose: **WTAZ** is used to process all waste types to tanks or roll-off trailers. The screen will notify the user should a hold or a restriction exist on a container that they are trying to process.

Steps:

1 Select **WTAJ – PRCMENU** on the RF Unit and select **WTAZ** or **TAB** to the upper left of the screen type **WTAZ** and press (Enter).
The screen will scroll to the *Process Containers* screen.

2 The first item you will need to key is the **MACH** field. This is the machine code as defined for your specific site. Since each site is different please contact your supervisor if you do not know the machine code to use.
   a) Examples of a machine code are:
      SHRED = Shredder
      WWTP = Waste water treatment plant
      SHIP = For Shipment Only
      LUWA1 = Luwa1

3 Once you key in the machine code **TAB** down to either the **TANK** field or the **CSLD** field as described below.

4 The next piece of information you will need is either the tank to which you are processing the containers or the roll-off to which you are processing containers. If you are processing to a roll-off go directly to step 6.

5 If you are processing to a tank then enter the tank number to which you are processing container at the **TANK** field. Please check with your supervisor for site specific tanks.

6 If you are processing to a roll-off you will need a BNM number. (Bull Non Mineral Spirits).
   a) This number will be in the form of a container label that can be obtained from the traffic office and has the BNM# written on it.
   b) At the **CSLD** field, scan or type in the container number that is on the label.

7 Once you have keyed in the information as directed in step 5 or 6 then, press (Enter).

8 The screen will scroll and in the **MATL** field display the material disposition that is assigned to the tank or roll-off.

9 Tab to the **G/C** field. Here, scan or type the container number or group (pallet, consolidated container) number you want to process.

10 The system will display the weight / volume of the container or group. This information can be changed if necessary. Such as only processing part of a container.
   a) Tab to the **W/V** section and type in the total weight / volume that you are going to process.
   b) If only partial processing a container leave the label on the container so that further on site work can be completed.

11 Once you are certain the information is correct on screen press (Enter).
The system returns the message **PROCESSING COMPLETE** *and displays a running total of containers processed under the* **G/C** *field.*

HELPFUL HINTS

1 When scanning containers watch for messages on the bottom of the screen. These messages will prompt you with warnings.
   a) A warning will often show up when a container has one disposition and the tank or roll-off has another material disposition. This warning is to let the user know that there is a potential conflict and to make sure that it is acceptable by site standards to continue. If you are unsure as to how to proceed please contact a supervisor on site.

2 If you should scan a container to a tank or roll-off that is totally restricted your scanner will lock you down. In these cases you need to contact your on site supervisor to review the situation and unlock the scanner.
   a) Place the container or group in question to the side until the supervisor resolves the issue.

WTBC - Requesting Reports Off RCWT (The Client)

Screen/Purpose: **WTBC** is used to request various Corporate Waste Tracking reports.

Steps:

1. Select **WTBC** from various menus within RCWT or press the **HOME** key to move the cursor to the upper left of the screen key in **WTBC** and press (Enter) .
The *Report Release* screen appears.

2. Choose the option number of the report and press (Enter) .

3. Depending on the report you request, the system requires specific information ,called parameters. It is these that allow you to specify what you actually want to print on that report as well as limit the size of the report. Such parameters include beginning and ending dates, load numbers, batch numbers and so forth.

4. Fill in the highlighted fields with the requested parameter information and press (Enter) .
If there are no highlighted fields, skip this step and go to step 5.
   - For the Inbound Load Sheets #1 and 20 the Sort by field opens. There are two parameters that you can use to decide on what order this report will print in.
     1 – In Lot number order.
     2 – In Manifest Tracking number order.

5. To request the report, type **Y** at the **SUBMIT JOB** field and press (Enter) .
The following message displays: **JOB XXXXXXXXXX SUBMITTED** .

6. The report you requested will print out at the line printer assigned to your computer.

WTBJ – Comment Maintenance RCWT (The Client)

Screen/Purpose: WTBJ is used to place comments on containers in regards to certain lab dispositions.

Steps:

1. Select **WTBJ** from the *Holds and Restrictions* menu in RCWT; access right from the **WT0O** screen by pressing F22 after placing a disposition on a lot or press the **HOME** key to move the cursor to the upper left of the screen key in **WTBC** and press (Enter).
The *Comment Maintenance* screen appears.

2. At the function field key one of the following.
   A – Add a new comment
   C – Change a comment or add additional comments.
   I – To inquire on Comments
   D – Delete any and all comments

3. Choose the level at which you wish the comment to be placed.
   DOC REF# - The reference number given to containers once dropped to RCWT.
   This can be found on the Inbound Load Sheet.
   LOT# - The lot assigned once containers are dropped to RCWT.
   This can be found on the Inbound Load Sheet.
   SAMPLE # - The sample number that is printed on the sample labels
   CONTAINER# - The container number that was sampled.
   IT IS RECOMMENDED THAT YOU PLACE COMMENTS AT THE LOT LEVEL.

4. Choose the type of comment to be placed.
   H – Hold
   I – Informational
   L – Location
   Then press (Enter).

5. The screen will open the **STATUS** field and the field to type your comment.
At the **STATUS** field type,
   O - *Open (comment still applies)*
   R - *Resolved (hold has been resolved).*

6. Type any comments pertaining to the disposition, sample, lot that is necessary and (Enter).

7. You can then print reports to show these comments from the **WTBC** screen.
   #13 - *Comment and Hold Report*. Using Date and time parameters.
   Best for Hold Comments.
   #19 – *Comment Report by Load*. Using load number the report prints all comments for containers and lots on that load.

I = Inquire
If you are inquiring on a holds comment, the system will display the requested comment.

A = Add
When adding a comment at the **STATUS** field type,
   O - *Open (comment still applies)*
   R - *Resolved (hold has been resolved).*
Then, type the comments in the highlighted field. When you're finished, press (Enter).
The following message displays: **ADD(S) COMPLETE**

C = Change
You can change the status or comment text by typing over it and, when finished, pressing (Enter).
The following message displays: **CHANGE(S) COMPLETE**

D = Delete
Deletes existing comments based on chosen select criteria.
After choosing the **D** function the system will prompt you with a message to type **Y** at the **FUNC** field if you are sure that you want to continue. If so press (Enter).
The following message displays: **DELETE(S) COMPLETE**

WTBL(RCWT) / HZAH(CWT) - Physical Inventory Using the RF Scanners

Screen/Purpose: **WTBL** and **HZAH** is used to create a physical inventory for your site. Each time you do inventory the system creates a count batch. The screen is also used to count the individual containers and pallets for a physical.

Steps:

1. If at a site that uses RCWT then select **WTBO** , **MISCMENU** on the RF Unit. Select **WTBL** and press (Enter). Or **TAB** to the upper left of the screen and key in **WTBL** and press (Enter) . The *Physical Inventory* screen appears.

OR

2. If a site that uses CWT then select **HZAH** on the menu and press (Enter). The *Physical Inventory* screen appears.

3. To open a new inventory or continue one that you have already started you must have the proper security clearance. Most managers and supervisors have this security. If you have the correct security type **O** at the function field and press (Enter) . If this is a new batch the system will return a number that indicates the inventory batch you are counting. These numbers are site specific and in numerical order. WRITE THIS NUMBER DOWN. If you are continuing an old batch you must key in the batch number you are continuing.

YOU CANNOT OPEN A NEW BATCH UNLESS YOU CLOSE AND PRINT THE PREVIOUS BATCH FIRST.

4. There are two types of inventory batch counts you can choose from.
   - **F** = full physical inventory count
   - **P** = partial physical inventory count

Indicate the batch type and press (Enter) .

5. At the **SL ROW** field key in the storage location or row that youÁre currently counting.

6. At the **G/C** field, you can scan the group/container being counted or type the group/container number and press (Enter) .
The following message appears: **GRP/CNTN COUNTED**.

7. Continue to scan each container/group in that area until you have completed counting that location. Once complete move on to the next storage location or row. Change the **SL ROW** to reflect the area that you are now counting.

8. Once you complete counting your inventory and you want to close the batch count type in **L** in the function and press (Enter) .

9. There are a number of reports to aid you with your inventory counts. If you are a CWT site go to screen **HZAW** and chose the following reports: (You must always print number 7 in order to open a new batch count)

7 PHYSICAL INVN DISCREPANCY RPT
8 PARTIAL PHYS INVN BY STOR LOC
9 PHYSICAL PART CONTENT REPORT

If you are a RCWT site go to screen **WTBC** on the client and choose the following reports:

16 PHYSICAL INVN DISCREPANCY RPT
17 PARTIAL PHYS INVN BY STOR LOC
18 PHYSICAL PART CONTENT REPORT

HELPFUL HINTS

1. If either underlined message appears, follow the steps beneath it.
   - **PRT PRVBTCH 1ST** - This means you must print the previous batch first before continuing.
     Either print the previous batch or cancel it by pressing (F5) and then (Enter).
   - **PRV BTCH ACTIVE** - This means that you still have an active inventory batch in the system and must close it before you can open a new one.
     To do this type **L** at the **FUNC** field and press (Enter) . Then, print the report before creating a new physical batch.

2. When doing a partial inventory any container that you scan into the storage location on the RF screen will be automatically placed in that area if it is not already in that area. What this means is if a container is electronically in storage location DRUM01 and physically in ROW04 when you scan it then it will automatically move it to that area electronically. With this in mind please make sure that the correct storage location is displayed on screen and the physical drum is in the correct location.

Corporate Waste Tracking – Administration: June 20, 2000

WTBV – Tank Loc (RCWT RF Scanners)

Screen/Purpose: **WTBV** is used to add, change, or inquire upon valid tanks codes and related information about tanks that sites use in processing waste

Steps:

1 From the **RF MISC MENU** choose **WTBV** or move the cursor moves to the upper left of the screen and type **WTBV** and press (Enter).
The *Tank Loc* screen appears

2 At the **FUNC** field type in a function that you want to use. You will always want to start using the inquiry function.
I = Inquire
C = Change information related to the tank.
D = Delete an existing tank.
A = Add a new tank location.

3 At the **TANK** field type in the tank you wish to inquire upon and press (Enter).
The screen will scroll to show you all information pertaining to that tank.

CHANGING INFORMATION

1 At the **FUNC** field type a **C**.

2 At the **TANK** field key in the tank number that you want to change the information on and press (Enter).

3 The following fields open for entry
STA – The status of the tank is either 'A'ctive or 'I'nactive.
PART NUMBER – The part number for the material in the tank.
PROC DISP CD – The disposition of the waste processed to the tank.
UM – Unit of measure.
Under the **TANK** field there is a line where you can add a brief description of the tank.

4 Once you change this information press (Enter).
The system will return with **CHANGES COMPLETE**.

DELETING A TANK

1 At the **FUNC** field type a **D**.

2 At the **TANK LOC** field key in the tank number that you want to delete and press (Enter).

3 The system will ask you to confirm this with a 'Y' and press (Enter).
The system will return with **DELETES COMPLETE**.

ADDING A TANK

1 At the **FUNC** field type an **A**.

2 At the **TANK LOC** field key in the tank number that you want to add and press (Enter).

3 The following fields open for entry
Under the **TANK** field there is a line where you can add a brief description of the tank.
STA – The status of the tank is either 'A'ctive or 'I'nactive.
PART NUMBER – The part number for the material in the tank.
PROCESS DISP – The disposition of the waste processed to the tank.
UM – Unit of measure.

4 Once you change this information press (Enter).

5 The system will return with **ADDS COMPLETE**.

Corporate Waste Tracking – Labs / Administration / Management: October 1, 1999

WTBX - Sample Locator

Screen/Purpose: **WTBX** is used to inquire upon any sample using multiple search criteria and allows for rapid navigation to the lab disposition and test results screen.

Steps:

1. Select **WTBX** from the **RC LABS MENU** or press the HOME key to move the cursor to the upper left of the screen. Type **WTBX** and press (Enter).
The *Sample Locator* screen appears.

2. Fill in one or more of the criteria highlighted in the **SELECT** fields.
   - **LOAD** - Load Number
   - **LOT** - Lot number
   - **SAMPLE** - Sample number
   - **LAB** - The lab number
   - **CUSTOMER** - The sales customer number including the branch prefix.
   - **GENR NAME** - The generator name.
   - **MANIFEST DOC** - The manifest/BOL number
   - **FED EPA ID** - The generators EPA ID number
   - **RCPT DATE TO / FROM** - The dates between which you received the waste.

   When finished press (Enter).
   This displays any and all results for the criteria you selected.

3. You can view and update specific samples in by choosing the following actions:
   - Correct Lab Dispositions or display them after the sample was tested in screen **WT0O**. Move to the specific sample line and place the cursor to the left of the **LOT #** field and press (PF15).
     The *Lab Disposition* screen appears, displaying the lab disposition for the specified sample.
   - Update Test Results or display them for a specific sample Move to the specific sample line and place the cursor to the left of the **LOT #** field and press (PF16).
     The *Test Results* screen appears, displaying the test results for the specified sample.

Make necessary changes and updates.

Corporate Waste Tracking – Operations: October 11, 1999

WTBY- Pick List (RCWT RF Unit)

Screen/Purpose: **WTBY** is used to assign criteria to create a list of containers that should be loaded first, second, third, etc. All containers that meet any of the criteria identified *can be* loaded. Containers that meet the container number, document reference number, or mandatory group criteria *must be* loaded.

Steps:

1. Select **WTAJ – PRCMENU** on the RF Unit and select **WTBY** or **TAB** to the upper left of the screen type **WTBY** and press (Enter).
   The *Pick List* screen appears.

2. At the **FUNC** field, identify what you want to do.
   A = 'A'dd selection criteria,
   C = 'C'hange header and comment data,
   I = 'I'nquire upon a load

3. Type the load number and press (Enter) .
   If you are inquiring, the load information appears as well as the first row of optional and mandatory selection criteria.
   If you are using another function, look for the underlined task below

4. Adding Selection Criteria
   a) Fill in the **OPTIONAL** and **MANDATORY** sub-fields with your selection criteria and press (Enter).
   b) (F7) *and* (F8) *page backward and forward through the selection criteria.*
   The **OPTIONAL** *and* **MANDATORY** *sub-fields become blank again so that more data can be entered if needed. The following message displays:* **CRITERIA ACCEPTED.**

5. Changing Header and Comment Data
   You can change the header information (text above the **OPTIONAL** sub fields) by typing over it. When you're finished, press (Enter) .

Printing the Pick List

To Print an Outbound Load Pick List Press (F6)

WTCE - SAMPLE CREATE/ASSOCIATION

Screen/Purpose: WTCE will be used by Service Centers to create sample numbers and associate it to the selected containers.

Steps:

1. Select **WTCE** from the **CLIENT RCWT INBOUND MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **WTCE** and press (Enter) .
The *Sample Create/Association* screen appears.

2. At the **FUNC** field key the task you want to perform.
   I = Inquire
   C = Change the make up of containers associated to the sample number
   A = Add a sample number

3. Each task has a specific set of steps to perform.

I = Inquire

A. After choosing this task key in the load number in the **LOAD** field and press (Enter) .
The system will return the data for the first lot on the load.
OR
Key in the lot number in the **LOT** field and press (Enter) .
The system will return data only pertinent to that lot.

A = Add

A. After choosing this function key in either the **LOT** or the **LOAD** number. *If you key in the load number it will return with the first lot number for the load.*
B. All containers attached to the displayed lot number will appear and the new sample number appears in the **SAMPLE** field.
C. The message appears that says **X CONTAINERS TO BE ASSOCIATED** . Here place an **X** next to the container you want associate to this sample number. This number will print on the sample label to notify the warehouse staff exactly which drum is to be sampled.
D. When finished press (Enter) .
The message returns **ADDS COMPLETE**.
E . Key in the next lot number you want to work on and repeat the above steps.

C = Change

A. Key in the LOT you want to change and press (Enter) .

B. All containers attached to the lot will appear .

C. Make the desired changes and press (Enter) .

The message appears **CHANGES COMPLETE.**

WTCF – RCWT Container Activity

Screen/Purpose: WTCF is used to search information about containers that are in RCWT. This screen will capture shipping and process information.

Steps:

1. Select **WTCF** from any menu in RCWT except the management menu; or press the **HOME** key to move the cursor to the upper left of the screen key in **WTCF** and press (Enter). The *RCWT Container Activivty* screen appears.

2. At the **CNTN#** field key in the container number you are looking for and press (Enter).

3. The system will return information pertaining to the status of the container you are researching. This information will be found in three sections.

4. The top pertains to the inbound load, manifest, container data, and lab data.

5. The next section pertains to the process information specific to that container.

6. The last and bottom section pertains to the shipping information for that container should the site ship it rather than process it.

HELPFUL HINTS

The user can access any comment placed on the container or add a comment by pressing the **F22** key (**SHIFT+F10**).

TPX - SIGNING ON TO THE SYSTEM

Screen/Purpose: TPX is the first screen you see when you activate the system from your desktop. Here you will sign on and off from the system.

Steps:

1. The **TPX** screen is the first screen you see after entering the system from your desk top.

2. At the **USERID** field type in your unique **RACFID** and **TAB** to the next field.

3. At the **PASSWORD** field key in your personal password based on the criteria for password set up and press (Enter) .

4. If this is your first time signing on then it will be your first name. After you sign on the cursor will move to the **NEW PASSWORD** field key in your new personal password and The system will prompt you to do it again so repeat this step. Make sure that the password is something you can remember.

5. Next you will choose your session to use. Here TAB to the function field next to CICSP1 and type in the letter A to activate the session..

Action	Sessid	Sess-Fkey	Session Description	Status
_	TPXOPER		TPX Operator	
_	CICSP1		Production CICS Region	
_	CICSP7		Production CICS Region	
_	CICSP3		Key/Master CICS Region	
_	CICSP4		Integral.	
_	CICSP5		Integral & Tesseract Systems.	
_	CICSP8		Conversational Tasks.	
_	CICST1		Test In-House CICS Region	
_	CICST2		DYNAMICALLY ADDED SESSION	
_	CICST4		Phase II Developement.	
_	CICST3			

Command ===>
F1=Help F7=Bkwd F8=Fwd F10=Left F11=Right H = Cmd Help

6. This will bring you into a session screen where you will key in **RM01** and press (Enter) .

7. This will bring you to the Main menu. Choose the menu you want by keying in the number at the entry field in the middle of the screen and press (Enter) .

SIGNING OFF

1. Go to the main menu screen and press **99** in the field in the middle of the screen and press (Enter) .

2. This will bring you to the TPX Session screen. At the bottom of the screen type **K** and press (Enter) .

3. This will kill TPX.

REACTIVATE SESSION LOCK

1. If your session locks up key in you personal **PASSWORD** and press (Enter).

2. You can now continue your work here.

HZAB - Container Search

Screen/Purpose: HZAB allows you to research containers either at or coming into your facility through various selection criteria. You can also print the inquiry or have it print at another location.

Steps:

1. Select **HZAB** by pressing the **HOME** key to move the cursor to the upper left of the screen. key in **HZAB** and (Enter) .

The Container Activity screen appears.

There are two ways in which to sort your inquiry.
At the **SORT BY:** function you can choose either **1=CONTAINER** or **2=SHIPDATE**
The default sort is by container and it will allow you to narrow your search to be more efficient.

3. There are a number of criteria in which you can **SELECT** to search for container data.
   a) **GRP** = Any type of *Group* number.
   b) **MFST DOC** = The inbound *Manifest/BOL* number.
   c) **MFST TRK** = The inbound *Tracking* number on the manifest/ BOL.
   d) **GENR** = The *Generator's* SK customer number.
   e) **DOC** = The *sales Document* number in which the waste was originally picked up.
   f) **IOD** = The inbound *Inventory Order Document* number from another SK site.
   g) **SKDOT** = The *SKDOT* number of the waste description.
   h) **SMPL#** = The *Sample* number on the profile for the waste.
   i) **APRV FAC** = The *Approved Facility* number associated with the waste.
   j) **APRV** = The *Approval number* for the waste going into an approved facility.
   k) **SHIP DT** = The estimated *Ship Date* between two dates. (The sort by function must be set at **2** for this criteria.)

In most instances you use these individually. Some must be used with other select criteria. If you come across one or a combination in which the system can not search you will receive an error message. If this occurs either add or delete one of the selection criteria on screen.

4. Make your selection choice and then press (Enter) .

The screen will scroll and open up individual line items for each container associated with the above choice.

5. To view all the containers linked with your selection criteria press **F8** to go forward or **F7** to go back.

6. To view an individual container in more detail type the letter S, (select), on the highlighted function line to the left of the container number and press (Enter) .
This opens the **HZAS** *- CONTAINER ACTIVITY screen.*
See the instructions for this screen and it functions.

7. To return to the HZAB screen press **F2.**

HELPFUL HINTS:

1. If you have logged out containers from your facility and you want to view them in this screen you must change the **LOCATION** at the upper left of the screen to read the location number of the ship to site.

2. If you are trying to research containers that have not been logged out of another facility then you must change the **LOCATION** at the upper left of the screen to read the location number of that site.

HZAS - Container Activity Inquiring Upon and Managing Containers

Screen/Purpose: HZAS shows the transportation activity and detail for a container. It Allows you to delete either your log in or log out of a container. Or to change the SKDOT of a container.

Steps:

1. Select HZAS from the MF INQUIRY/MAINTENANCE MENU or press the HOME key to move your cursor to the upper left of your screen. Then key in HZAS and press (Enter) .
The Container Activity screen appears.
(If you enter this screen via HZAB - *Container Search* then the container you selected will already be displayed.)

2. At the FUNC field, identify what you want to do.
I = *Inquire upon an active container,* C = *Change the SKDOT,* D = *Delete will back out the last log in or log out for the container from your location only.*

3. How Each Function Works

I = Inquire

A. To inquire on a container key in the CONTAINER number and press (Enter) .
If you are inquiring, the system displays all the information associated with the requested container, including all the locations that have logged in and out the container.
Information displayed will be :
Storage location at current facility; Group number; Original generator; SKDOT# and description; Sample #; Part #; Status; Approved facility #; and Approval #; Manifest #; Tracking #.

C = Change

A. To change the SKDOT (the DOT description) of a container that you have logged in or out at the FUNC field key in C and the container number and press (Enter) .
B. You can replace the highlighted SKDOT by typing over it and then pressing (Enter).

You can only change the SKDOT for your location's log in or log out of the container.

D = Delete

A. To delete the last Log In or Log Out for a container by your facility at the FUNC field key in D and the container number and press (Enter) .
B. The system will ask you if you are sure that you want to complete the delete of this container and prompt you to key in "Y". If you are sure at the FUNC field, type Y and press (Enter) .
C. The last log in date or log out date will be deleted.

This function can only be used by the last location to log in or out the container.

Helpful Hints

There is some information that is not visible upon entry in this screen. Rarely will you need to use it but in case you find the need do the following.

CHANGES TO THE CONTAINER

If changes occur to any data tied to a container the system records the type of change, date and who made the change. To list any comments regarding changes to the container Press (PF17) .
The *Container Audit Notes* screen appears.

WTCF – RCWT Container Activity

Screen/Purpose: WTCF is used to search information about containers that are in RCWT. This screen will capture shipping and process information.

Steps:

1. Select **WTCF** from any menu in RCWT except the management menu; or press the **HOME** key to move the cursor to the upper left of the screen key in **WTCF** and press (Enter).
   The *RCWT Container Activivty* screen appears.

2. At the CNTN# field key in the container number you are looking for and press (Enter).

3. The system will return information pertaining to the status of the container you are researching. This information will be found in three sections.

4. The top pertains to the inbound load, manifest, container data, and lab data.

5. The next section pertains to the process information specific to that container.

6. The last and bottom section pertains to the shipping information for that container should the site ship it rather than process it.

HELPFUL HINTS

The user can access any comment placed on the container or add a comment by pressing the **F22** key (SHIFT+F10).

WT0J- Container Inquiry

(On the Client)

Screen/Purpose: WT0J is used to display container information in the client (RCWT). This screen differs from that on the mainframe in that it has different criteria in which to select the containers to be displayed and the data that is shown on screen.

Steps:

1. Select **WT0J** from the **PC GENERAL ADMINISTRATION MENU** or press the **HOME** key to move your cursor to the upper left of the screen. Type in **WT0J** and press (Enter) .
The *Container Inquiry* screen appears.

2. The screen displays a number of ways you can call up containers.
   - **LOAD#** - The inbound load number without the 'L' prefix.
   - **DOC REF#** - The document reference number assigned once the containers are dropped to the client.
   - **LOT#** - The lot number assigned when the load was dropped to the client.
   - **SMPL#** - The sample number used for the lab.
   - **GROUP#** - The group a container to which a container is assigned. (Pallet, CC)
   - **CNTN#** - The container number.

3. Key in the data that you are using to call up the containers and press (Enter) .
The screen scrolls and displays all data pertinent to the selection criteria.

4. You will notice that data will also show up in the selection criteria area. There will be an 'X' placed next to the criteria you chose to call up the containers.

HZAT - Container Update

Screen/Purpose: HZAT is used by the location where a container currently resides to change most information associated with a container. Changes made in this screen will also change data in the *Manifest Document Entry* screen. MA4R

Steps:

1. Select HZAT from the MF GENERAL ADMINISTRATION MENU or press the HOME key to move the cursor to the upper left of the screen. Key in HZAT and press (Enter) .
The *Container Update* screen appears.

2. There are multiple functions from which you can choose that will allow you to make changes. These functions are:

I = *Inquire upon containers logged in to a location.*
C = *Change container information.*
H = *move a container from a non-hazardous document to a Hazardous manifest.*
CO= *Change volume on a container to an Outside vendor.*
M = *change SKDOT for all containers on a manifest line item at one time.*
MM = *change the Manifest Document number.*
R = *Rejecting a container.*
Note: A Recycle facility on RCWT cannot use function "R" to reject containers.

3. In order to complete the function you choose you must also fill in criteria in how to select the containers you wish to change. This select criteria can be entered individually or must be entered in conjunction with other criteria. These criteria are:

GRP = *Any Group number associated to the containers while at your site.*
MFST DOC = *The Manifest or BOL number.*
MFST TRK = *The Tracking number assigned the manifest/BOL.*
CNTN = *The Container number.*
GENERATOR = *The original customer number for a customer.*
DOC = *The original sales document number for the container/s.*
INVN ORD = *The IOD number used for a log out from an SK site.*
SL = *The Storage Location in which the containers are stored at your site.*
SKDOT = *The number assigned to determine the DOT description.*
CTYPE = *Container type.*

4. At the FUNC field key in any function mentioned in step 2 and fill in one or more of the highlighted SLCT fields and press (Enter) .

If you are inquiring, the system displays all requested containers that have been logged in or scheduled to come into your location.
When using another function, follow the tasks below.

C = CHANGE

A. Choose this function and any criteria and press (Enter) .
B. You can change any of the highlighted information by adding to or typing over it and press (Enter) . The information you can change is the weight/volume, unit of measure, generator number, SKDOT, part #, container type, line of business, and sample #.
Any information changed here will automatically update the manifest data in MA4R.

You can delete unused scheduled container numbers by using the Change function also. Choose the container/s you want to delete and type an X at the container's X field. When you're finished, press (Enter) .

H = MOVE CONTAINER/S FROM A NON-HAZ DOC TO A MANIFEST

If the waste terminates at your site.
A. Choose this function and enter the GENERATOR and DOC and press (Enter) .
B. The system will open the SKDOT field and the manifest tracking number field.
C. Key in the tracking number of the manifest you want this container to be moved to, change the SKDOT and press (Enter) .

CO = CHANGE THE VOLUME OF A CONTAINER TO AN OUTSIDE VENDOR

A. Choose the function and the select criteria.
B. Change the volume and press (Enter) .

M = CHANGE THE SKDOT FOR ALL CONTAINERS ON A MANIFEST LINE ITEM

A. Choose the function and the select criteria of TRK + SKDOT + C TYPE and press (Enter)

B. Your SKDOT field will open. Key in the new SKDOT number and press (Enter) .

R = REJECTING CONTAINERS

To see information on the correct way to Reject a container, please go to the Step by Step instructions, Rejecting Containers. These instructions can be found in the Lotus Notes Desktop icon entitled Corporate Waste Tracking on Colacorp.

MM = CHANGE A MANIFEST/BOL NUMBER

A. At the FUNC field, type MM.
B. At the SELECT fields, type either the MFST TRK or the GENERATOR and DOC and press (Enter) .
All the containers associated with the manifest tracking or sales document number appear. The first container is open for change.
C. At the MFST DOC NUM/TYPE field, type the correct manifest document/BOL and press (Enter) .

All the containers that were displayed now have the correct manifest document number and type.
The system displays the following message: **CHANGE(S) COMPLETE.**

Note: *If the container has been logged in and out of your location, the manifest number/type can be changed but only for your location.*
If the container has been logged in but not out, you can change the manifest number/type for your location and any following locations.

TS3I - Sample Locator

Screen/Purpose: TS3I will be used to find samples/profiles based on a number of existing criteria. From here the site can use various other screens to search for containers.

Steps:

1. Select **TS3I** from the **MF TECHNICAL SERVICES MENU** or press the **HOME** key to move your cursor to the upper left of the screen and key **TS3I** and press (Enter) .
The *Sample Locator* screen appears.

2. In order to search for the profile you are looking for there are five options listed in which to sort through the data.

   1=NAME
   2=CUST#
   3=SMPL# (This may also be listed as Profile Ref # on the printed Profile/Preq)
   4=CNTL# (Prequal number)
   5=LLE# (Old Laidlaw profile number)

3. In the **SORT** field key in the number that you want to search by and at the **START AT** field key in the data in which to begin your search. If you key nothing into the START AT field the system will bring up all data associated with the SORT criteria.

4. If you want to narrow your search even further you can key in one or more of the following select criteria:

   BRANCH/SUBMITTER - Branch/Service Ctr
   PROJECT - Default is **PREQual**. Can also use **PROFile**, **APRV** (approval)
   LINE OF BUSINESSS
   CITY
   STATE
   COUNTRY

5. Once you have done this then press (Enter).
The system will display all the information associated to your SORT and SELECT criteria. Follow the PF keys at the bottom of the screen to move from page to page.

6. To get a detailed Profile; Prequal or Approval **TAB** to the correct customer information on screen and press (Enter). This will take you to the screen that you have designated in the **PROJECT** field.

```
TS3I  N353                    SAMPLE LOCATOR                    1999-06-18 P1
                                                                04.30.05
     ENTER TO CONTINUE SEARCH OR CHOOSE A PFKEY BELOW
SORT: 1   1=NAME 2=CUST# 3=SMPL# 4=CNTL# 5=LLE#    START AT: EASTMAN KODAK
SELECT: BRANCH/SUBMITTER: 202802    PROJECT: PREQ       LINE OF BUSINESS:
     CITY: ROCHESTER              STATE: NY      COUNTRY: USA
 CUSTOMER#     NAME                          PROJECT/LOB          LAB LOCN SURVEY
 CONTROL#      CITY-STATE                    DISPOSITION          BRCH-SUB COMPLT
 SMPL#         MATERIAL DESCRIPTION                LLE#
  2028029339   EASTMAN KODAK COMPANY         PREQ  24              317 032592
    133074 7   ROCHESTER, NY                 ACCEPT FOR SHIPM      202802 040192
    256568     WASTE OIL
 APRV FACILITIES  635  658
     54339     EASTMAN KODAK COMPANY         PREQ  24              317 051893
    178420 6   ROCHESTER, NY                 ACCEPT FOR SHIPM      202802 060193
    315754     WASTE OIL
 APRV FACILITIES  601  610  635  658
     54379     EASTMAN KODAK COMPANY         PREQ  26              606 063093
    182548 4   ROCHESTER, NY                 ACCEPT FOR SHIPM      202802 063093
    315795     WASTE OIL
 APRV FACILITIES  601  610  635  658
TS0021I NUMBER OF MATCHING SAMPLES IS  5
PF1=HELP,PF2=PREV,PF3=EXIT,PF5=RFSH,PF7=BWD,PF8=FWD
PF19=BWD-BY-5,PF20=FWD-BY-5
```

WTBL(RCWT) / HZAH(CWT) - Physical Inventory Using the RF Scanners

Screen/Purpose: WTBL and HZAH is used to create a physical inventory for your site. Each time you do inventory the system creates a count batch. The screen is also used to count the individual containers and pallets for a physical.

Steps:

1. If at a site that uses RCWT then select **WTBO - MISCMENU** on the RF Unit. Select **WTBL** and press (Enter). Or **TAB** to the upper left of the screen and key in **WTBL** and press (Enter) .
The *Physical Inventory* screen appears.

OR

2. If a site that uses CWT then select **HZAH** on the menu and press (Enter).
The *Physical Inventory* screen appears.

3. To open a new inventory or continue one that you have already started you must have the proper security clearance. Most managers and supervisors have this security. If you have the correct security type **O** at the function field and press (Enter) . If this is a new batch the system will return a number that indicates the inventory batch you are counting. These numbers are site specific and in numerical order. WRITE THIS NUMBER DOWN. If you are continuing an old batch you must key in the batch number you are continuing.

YOU CANNOT OPEN A NEW BATCH UNLESS YOU CLOSE AND PRINT THE PREVIOUS BATCH FIRST.

4. There are two types of inventory batch counts you can choose from.
   F = full physical inventory count
   P = partial physical inventory count
Indicate the batch type and press (Enter) .

5. At the **SL ROW** field key in the storage location or row that you're currently counting.

6. At the **G/C** field, you can scan the group/container being counted or type the group/container number and press (Enter) .
The following message appears: **GRP/CNTN COUNTED.**

7. Continue to scan each container/group in that area until you have completed counting that location. Once complete move on to the next storage location or row. Change the **SL ROW** to reflect the area that you are now counting.

8. Once you complete counting your inventory and you want to close the batch count type in L in the function and press (Enter) .

9. There are a number of reports to aid you with your inventory counts. If you are a CWT site go to screen **HZAW** and chose the following reports: (You must always print number 7 in order to open a new batch count)

7 PHYSICAL INVN DISCREPANCY RPT
8 PARTIAL PHYS INVN BY STOR LOC
9 PHYSICAL PART CONTENT REPORT

If you are a RCWT site go to screen **WTBC** on the client and choose the following reports:

16 PHYSICAL INVN DISCREPANCY RPT
17 PARTIAL PHYS INVN BY STOR LOC
18 PHYSICAL PART CONTENT REPORT

HELPFUL HINTS

If either underlined message appears, follow the steps beneath it.

1. **PRT PRVBTCH 1ST** - This means you must print the previous batch first before continuing. Either print the previous batch or cancel it by pressing (F5) and then (Enter) .

2. **PRV BTCH ACTIVE** - This means that you still have an active inventory batch in the system and must close it before you can open a new one.

To do this type **L** at the **FUNC** field and press (Enter) . Then, print the report before creating a new physical batch.

HZAW - Requesting Reports Off the Mainframe

Screen/Purpose: HZAW is used to request various reports for the Hazardous Waste tracking system.

Steps:

1. Select **HZAW** from the **MF INBOUND MENU** or press the **HOME** key to move your cursor to the upper left of the screen. Type in **HZAW** and press (Enter) .
The *Requesting Waste Reports* screen appears.

2. Type the report number that you want and press (Enter) .
The report numbers and report description are listed in the middle of the screen.
Press F8 to view more report number options that are not listed on the first screen.

REPORT#	DESCRIPTION
1	EXPECTED INBOUND (DETAIL)
2	EXPECTED INBOUND (SUMMARY)
3	LOGIN BALANCE STATUS REPORT
4	STAGE/LOGOUT BAL STATUS REPORT
5	OUTBOUND LOAD SHEET
6	FINAL DISPOSITION REPORT
7	PHYSICAL INVN DISCREPANCY RPT
8	PARTIAL PHYS INVN BY STOR LOC
9	PHYSICAL PART CONTENT REPORT
10	ACTIVITY REPORT
11	FIRST PICKUP OF PAPER PROFILES
12	RMP CURRENT INVENTORY REPORT
13	RMP EXPECTED WASTE REPORT
14	CONTAINER SUMMARY REPORT
15	CONTAINER DISPOSAL ITEMIZATION
16	SAMPLE ANALYSIS SHEET(S)
17	PCB LOG REPORT
18	OUTBOUND LOAD CONTAINER XREF
19	SAMPLES AVAILABLE FOR DISPOSAL

3. For each report you may need to fill in highlighted fields with the appropriate report parameters listed below. Once you fill in the appropriate information press (Enter) .

1. *Expected Inbound (Detail)* – **GROUP** *number*
2. *Expected Inbound (Summary)* – **GROUP** *number*
3. *Login Balance Status Report* – **GROUP** *number*
4. *Outbound Load Sheet* – **INVENTORY** *order number and* **SHIPPED DATE**
5. *Final Disposition Report* – **BEGIN**ning *and* **END**ing *date and time*
6. *Outbound Load Sheet* – **BEGIN**ning *and* **END**ing *date and time*
7. *Physical Inventory Discrepancy Report* – **BATCH** *number*
8. *Partial Physical Inventory by Storage Location* – **BATCH** *number*
9. *Physical Part Content Report* – **BATCH** *number*
10. *Activity Report* – **BEGIN***ning and* **END***ing date and time, and* **PRINT LOC***ation.*
11. *First Pickup of Paper Profiles* - **BEGIN***ning and* **END***ing date and time*
12. *RMP Current Inventory Report* - **STate LIST** *(Either use CA, NJ, or blank)*
13. *RMP Expected Waste Report* - **STate LIST** *(Either use CA, NJ, or blank)*
14. *Container Summary Report* - **CUST***omer number* + **BEGIN***ning and* **END***ing dates*
15. *Container Disposal Itemization* - **CUST***omer number* + *sales* **DOC***ument # or* **MFST#**
16. *Sample Analysis Sheet(s)* - **GROUP#** *(Load Number)*
17. *PCB Log Report* - – **BEGIN**ning *and* **END**ing *date*
18. *Outbound Load Container Xref* – **INVENTORY #** *(Outbound IOD#)*
19 *Samples Available For Disposal* – **PRINT LOC:**

4. Wait approximately 10 minutes and pull up the report via the RJE.

WTBC - Requesting Reports Off RCWT (The Client)

Screen/Purpose: WTBC is used to request various Corporate Waste Tracking reports.

Steps:

1. Select WTBC from various menus within RCWT or press the HOME key to move the cursor to the upper left of the screen key in WTBC and press (Enter) .
The *Report Release* screen appears.

2. Choose the option number of the report and press (Enter) .

3. Depending on the report you request, the system requires specific information ,called parameters. It is these that allow you to specify what you actually want to print on that report as well as limit the size of the report. Such parameters include beginning and ending dates, load numbers, batch numbers and so forth.

4. Fill in the highlighted fields with the requested parameter information and press (Enter) .
If there are no highlighted fields, skip this step and go to step 5.

5. To request the report, type Y at the SUBMIT JOB field and press (Enter) .
The following message displays: JOB XXXXXXXXXX SUBMITTED .

6. The report you requested will print out at the line printer assigned to your computer.

RJE - Downloading & Printing Documents, Labels, Reports off the Mainframe

Screen/Purpose: RJE is the process through which requested documents, labels and reports are printed. A designated PC is set up at each location is set up for this purpose and is usually close to the printers. At most sites this is a computer dedicated strictly for print purposes.

Steps:

Your RJE computer screen will be set to always download and print your requests for documents, reports and labels. There are 2 modes in which each task must be performed. To make it easy for you to remember the screen color will be your key as to what mode you are in.

The Black Screen = Download.

When you see the screen in this mode it means that it is enabled to download requests. Now of course there are a set of specific commands that may need to be entered if this application is shut down and does not allow you to download but that is covered in another section.

The Blue Screen = Print.

When you see the blue screen that lists off specific print requests by number then that is the screen where you can choose and print your specific request. If you see this screen upon first viewing the RJE computer then your request may not have been downloaded. You must toggle back to the Black Screen in order to download your request.

Toggling Between The Two Modes

When in the Black Screen and you are sure that your requests have been downloaded do the following to go to the print screen.

1. Hold down the ALT key and then press the P key.

The screen will scroll and will display a warning screen that states if you continue the downloading process will be suspended.

2. Press the P key by itself.

The screen will scroll again and now display the specific print requests by number. From here you can view and print specific requests.

When in the Blue Screen do the following to go into the download screen.

1. Hold down the ALT key and then press the P key.

The screen will scroll and display the download screen. If any requests are not downloading then you will have to restart the process. See Helpful Hints.

COMMANDS IN THE PRINT SCREEN

To View Requests:

1. At the COMMAND field, type V and the request number you want to view and press (Enter).
2. A message appears asking you to key in the page number from where to start your viewing . To start on the first page just press (Enter) again.
3. The screen will open up you downloaded request .
4. Use your arrow keys to move through the screen or your PgUp / PgDn keys.
5. To return to the print request screen press the Esc key.

To Print Requests:

1. If you are printing a manifest, BOL or manifest continuation sheet must be printed on the AMT printer. All other requests are printed on the IBM 6400 printer. Please make sure that you flip the switch box so the request prints on the correct printer.
2. Align forms i n the printer. The form will vary depending on your request.
3. At the COMMAND field, type N to enable the printer to print the request.
4. At the COMMAND field, type R and the request number you want to release to the printer and press (Enter). *You can release all requests by keying ALL instead of the specific request number.*
5. The screen will prompt to continue by pressing S for using the same form you have in the printer and then press the (SPACEBAR).
6. Review your printed request. If you need to reprint it follow steps 4 - 5.

To Delete Requests:

It is extremely important that after you print your request that you delete it prior to toggling back to the download screen. This way the system isn't bogged down with pages of print requests.

1. At the COMMAND field, type D and the request number you want to delete to the printer and press (Enter) .
2. Once you do this your request is deleted from the system.

HELPFUL HINT

If something were to happen and the download application was not running then complete the following steps.

1. From the Desktop double click on the RJE icon.
   The system displays the computer's Remote ID after the $HASP200 message and places the cursor at the bottom of the screen. The Remote ID is a two or three-digit code starting with the letters RMT (example, RMT99). The two or three-digit ID should be noted or memorized for future use.
2. Type $S(*space*)R(*Remote ID*).PR1 and press (Enter).
   [Example: $s r99.pr1]
   The system displays $HASP200 OK after approximately 15 seconds if everything is correct.
3. The system displays *"RECORDS"* retrievals that will continue to appear until all current requests have been received.
4. Do not close the application or shutdown the computer.

MA7H - SKDOT# VERIFY/CREATE

(One screen method)

Screen/Purpose: **MA7H** will be used by Service Centers to inquire upon and create SKDOT numbers necessary for manifest entry, container entry and processing in Corporate Waste Tracking. This is the first in a series of screens.

When creating SKDOT's it is imperative that you follow outlined procedures. Each SKDOT represents a US DOT waste description . They also play a big role in how Safety-Kleen reports to state and federal agencies. While you can go through the creation loop to verify that the data entered is correct all you really need is this one screen. It is incumbent that the user be familiar with this screen and the screens in the loop in order to properly decide if going through the loop is necessary.

Steps:

1. Select **MA7H** from the **MF MANIFEST MAINT MENU (MA90)** or press the **HOME** key to move your cursor to the upper left of the screen and key **MA7H** and press (Enter) .
The *SKDOT Verify/Create* screen appears.

2. There are three ways to open data by which you can begin your verification and/or creation process.

- Key in the **SAMPLE#** and **SEQ#** and press (Enter) .
  This will retrieve prequal and SKDOT data.
  OR
- Key in the **SKDOT#** and press (Enter) .
  This will retrieve the SKDOT data.
  OR
- Key in the **UN/NA#, HAZ CLS** (hazard class must always be numerical with a decimal when necessary.[i.e. 3; 6.1 etc.]), **PK GRP** (packing group)
  RQ = Do you need RQ in your shipping description type **Yes** or **No**.
  WSTE = Do you need the word WASTE in your description type **Yes** or **No**
  As an option **NOS1** and **NOS2** (compound codes)
  Press (Enter) .
  This will retrieve UN/NA data.

3. Examine the information that is now on the screen. If it matches the waste stream you are working with then use it. If not then create a new SKDOT number.

Creating a New SKDOT Number

1. Once the data is displayed based on the selection criteria above you can change any of the data highlighted or add data in order to meet the constituents of the waste stream you are dealing with.

Fields for entry:

UNNA = United Nations/North American number
HZ CLS = DOT hazardous class number (3.0, 6.1, 8.0, etc.)
PK GRP = DOT Packing Group number (III, II, I)
ERG# = Optional field if you want to include the 3 digit Emergency Response Guide number.
MFST DESC = Key in the proper DOT shipping description.
LIQUID = YES or NO
IGNIT = YES or NO
SOLID = YES or NO
TOXIC = YES or NO
HAZ = Is the waste hazardous? YES or NO
LAB PACK = Is the new SKDOT# for a lab pack container? YES or NO
If a flagged Y for a lab pack the waste is automatically flagged as core waste.
OFF SPEC PQ = Is the new SKDOT# for an off spec Prequal drum? YES or NO
ORIG CD = Origin Code
SRC CD = Source Code
FRM CD = Form Code
(leave it blank for non-haz)
SYS TYP = System type Code
These 4 used for EPA reporting.
LBS/GAL = Lbs per gal is used when converting one quantity value from one UOM to another.
LDR = Default code is 1
T = X for legend codes, **M** for metals, **S** for solvents.
STATE WASTE CODES = Enter State Specific Codes (i.e. Tx-OUTSxx, NJ- IDxx)
TSCA PCB = Flags waste for PCB reporting. YES or NO
CODE = Legend code # *(The 4 character compound code for metals & solvents.)*
SEQ = 1 for WW legends, 5 for NWW legends.
For the 3 digit compound codes see the **COMPOUND CODES REPORT K54460-R5998.** Found in Document Direct.

2. When finished press (Enter) .
The system will return a new SKDOT number where the original was displayed in the upper right of the screen. *Write this number down.*

Helpful Hints

1. If you need to key additional federal waste codes, state codes or additional compound/legend codes that can not be entered when creating a new number press **F16 = MA6K** to go to the **SKDOT# MAINT** screen. Here you can scroll through the various screens and add the additional data as needed.
2. If you create a new SKDOT for a new prequal then press **F24=POST (SHIFT+F12)** to post the new SKDOT to the new prequal.
3. Other PF keys at the bottom of the screen will quickly move you to the next screen you will want to use.

F13=MA6K - SKDOT# Maintenance
F14=TS3Q - Corporate Review
F15=HZ06 - Initial Container Entry
F16=MA7J- UN/NA# Summary

MA7H - SKDOT # Verify / Create
(Multiple Screen Method)

Screen/Purpose: **MA7H** is a screen used for creating new **SKDOT** numbers using existing information, such as an SK Profile Number, an **SK DOT** number, or the UN/NA #, Hazard Class and Packing Group of a DOT description. **SKDOT** numbers are necessary for manifest, label and **LDRN** creation, manifest entry, container entry, processing in Corporate Waste Tracking, and periodic reporting. **MA7H** is not designed to be used alone, but in conjunction with a "loop" of other screens (**MA6K, MA6M, MA6N, MA6O, MA7L, MA6Y**).

To begin the process to create a new SK DOT:

1. Press the **HOME** key to move your cursor to the upper left of the screen and key **MA7H** and press **Enter**. The *SKDOT Verify/Create* screen appears.

2. There are three options available to begin the creation process:

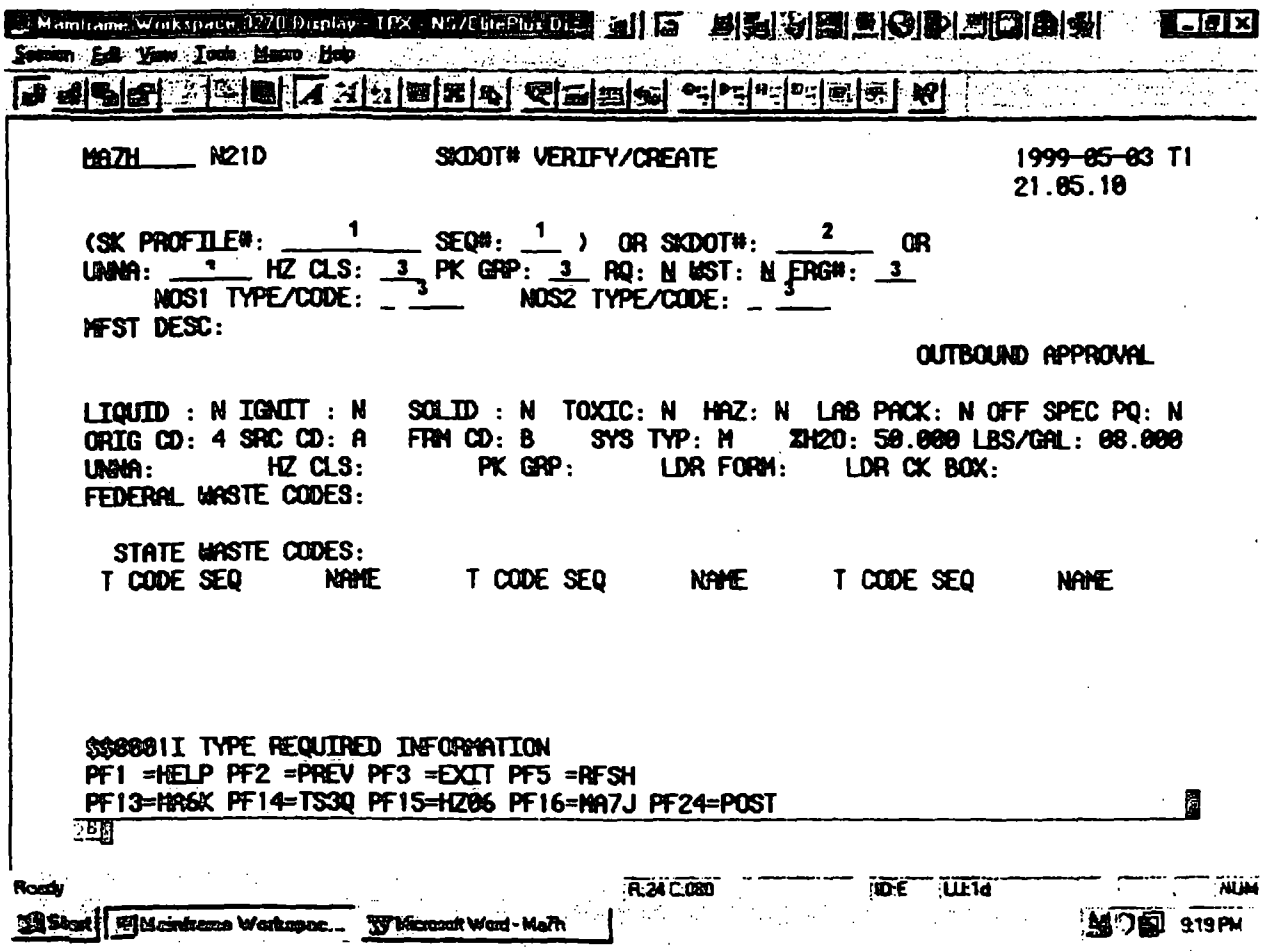
Option 1: Key in a **PROFILE# (SAMPLE #)** and **SEQ #** (if applicable) and press **Enter.**
This will retrieve prequal and SK DOT data. Use this method when the waste you picked up under the sample # is "off-spec."

Option 2: Key in the **SKDOT #** and press **Enter.**
This will retrieve the SKDOT data. Use this method when you know an existing SKDOT description is close to what you need.

Option 3: Key in the **UNNA** (Identification Number per USDOT), **HZ CLS** (Hazard Class per USDOT), **PK GRP** (Packing Group per USDOT), and optional **NOS1** and **NOS2** (Compound Codes) and press **Enter.**
This will retrieve UN/NA data. Use this method when you have a proper shipping name and appropriate waste codes, but need an SKDOT number to create shipping documents, or for data entry.

The next pages are a step-by-step guide (by way of screen prints) to creating SK DOT's using Options 2 and 3.

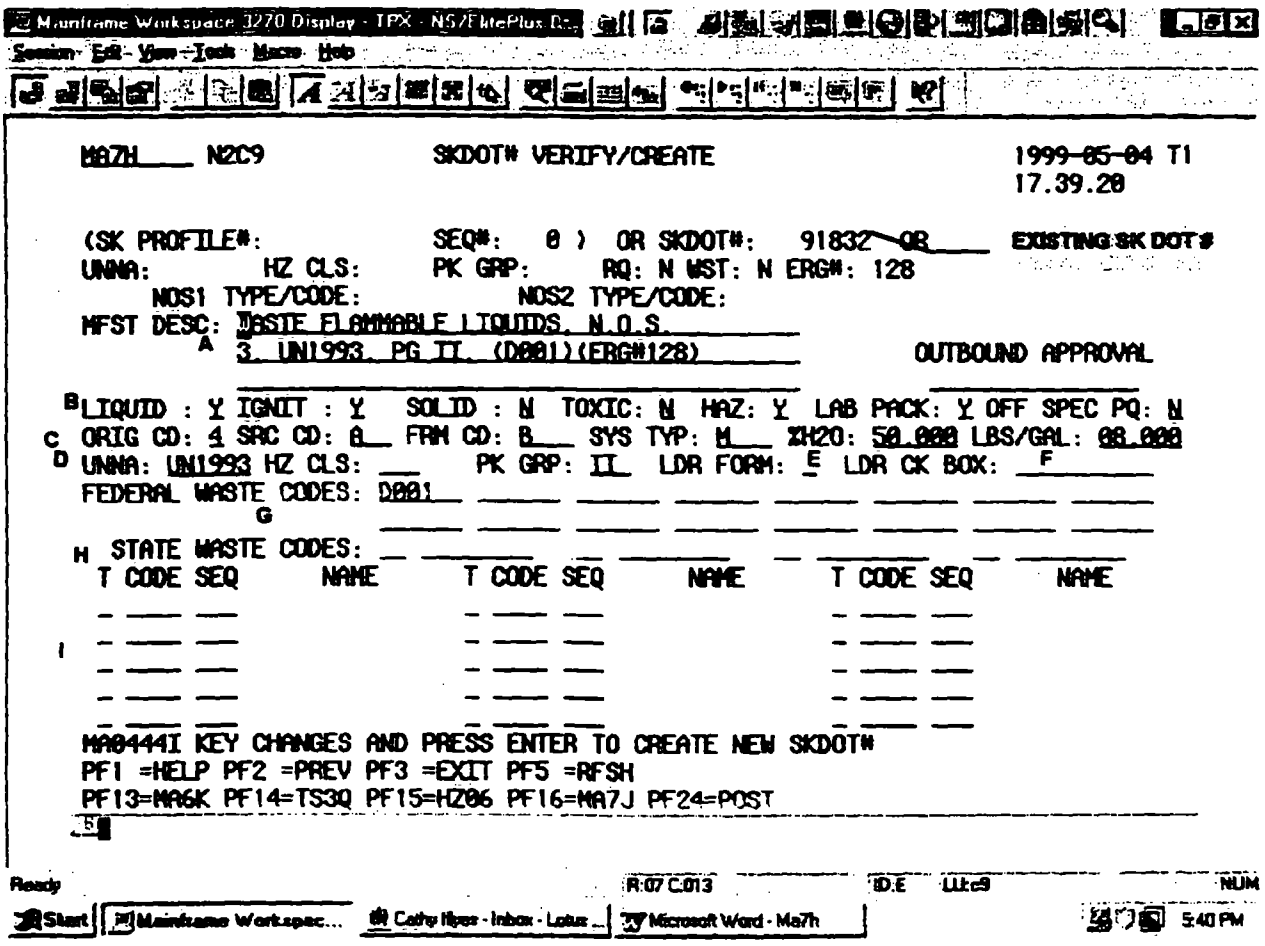
MA7H - SKDOT # Verify / Create



1 = Fields to key for Option 1
2 = Field to key for Option 2
3 = Fields to key for Option 3

MA7H - SKDOT # Verify / Create

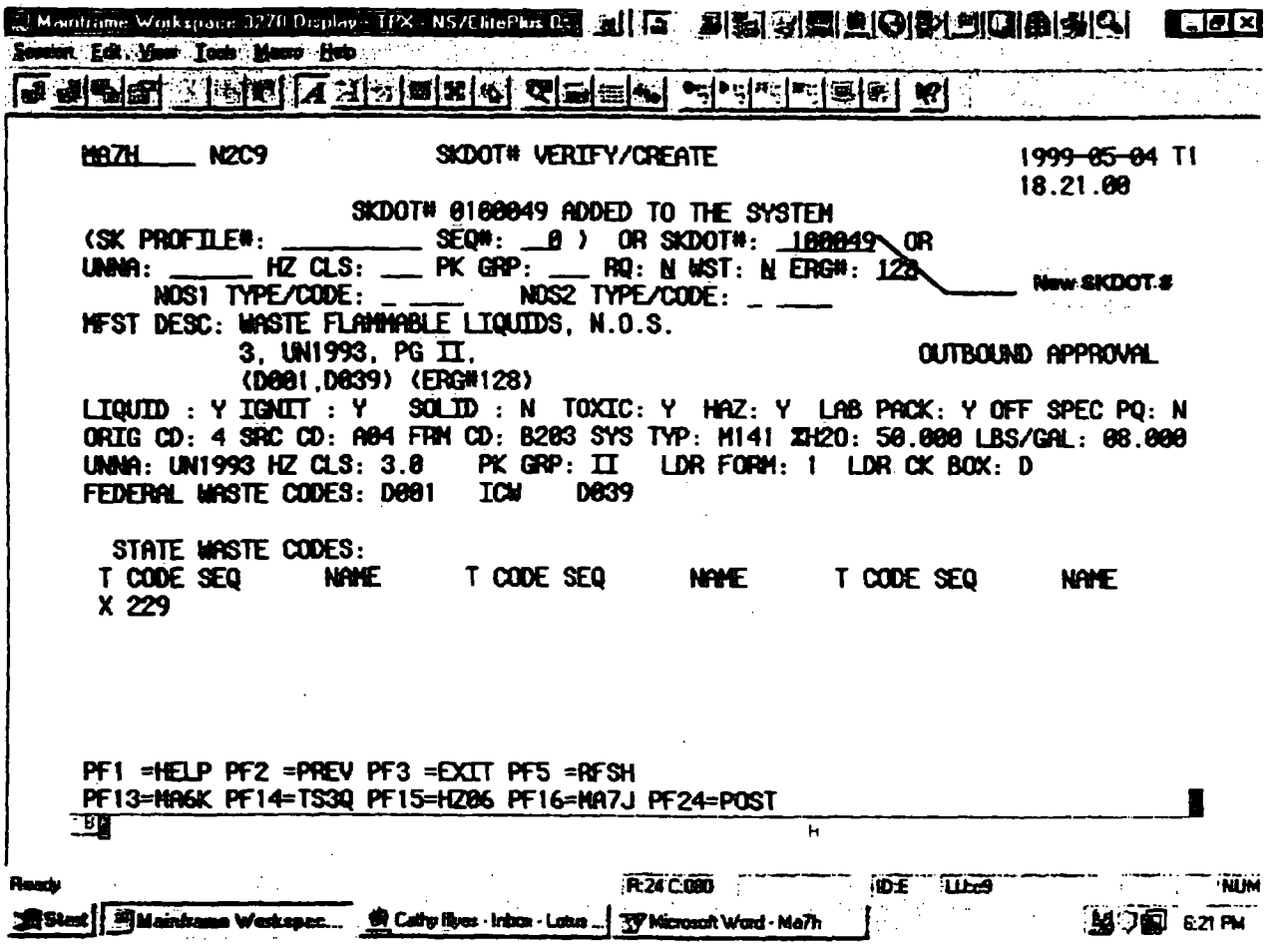
OPTION 2



Results on screen after keying in existing SKDOT number and pressing **enter.** At this point you would:

A. Make needed changes in basic waste description, if needed.
B. Reset **LIQUID. IGNIT. SOLID. TOXIC, HAZ, LAB PACK, OFF SPEC PQ** switches properly (will default to settings of SKDOT number being used). These are all "Y"es / "N"o switches.
C. Key in **SRC CD, FRM CD, SYS TYP** (if known – if unknown, use zeros), **%H2O** (for "wastewater" / "nonwastewater" treatment standard on LDRN -- defaults to 50% for nonwastewater; change to 100% for wastewater), and **LBS/GAL** (if known; defaults to 8 lbs. per gallon).
D. Key in **UNNA** number, **HZ CLS**, and **PK GRP** (if not autofilled).
E. Key in **LDR FORM** code (either 1 or 2, depending on which LDR Notification / Certification will be needed for this waste stream).
F. Key in **LDR CK BOX** codes as needed.
G. Add or delete Federal waste codes and subcategories as needed.
H. Add or delete State waste codes as needed.
I. Add or delete Universal Treatment Standard Legend codes as needed.

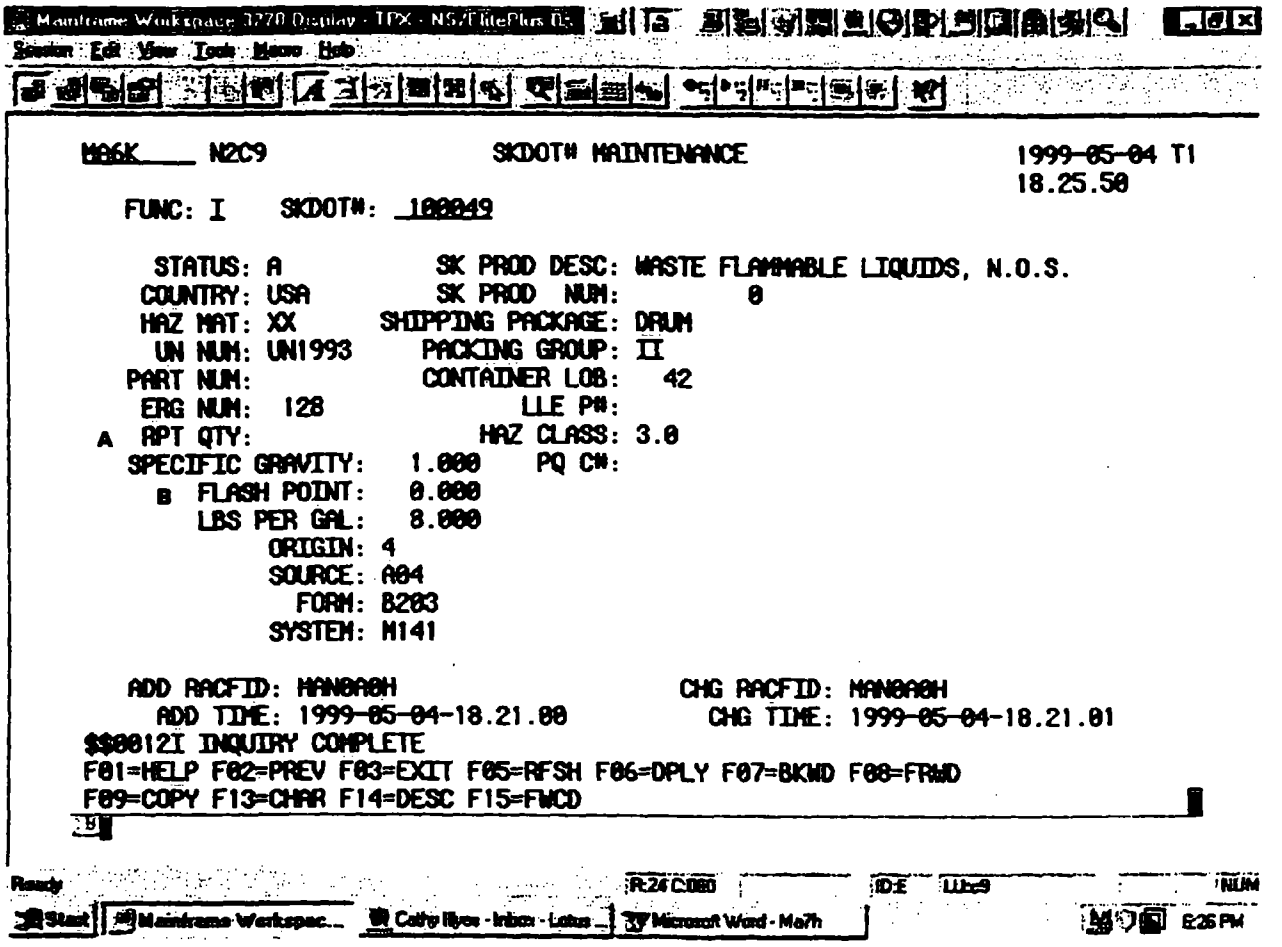
MA7H - SKDOT # Verify / Create



Results on **MA7H** screen, after making necessary changes and pressing **Enter**.

Next step is to press **PF13 (SHIFT** and **PF1** key) to navigate to **MA6K (SKDOT# MAINTENANCE)**.

MA7H - SKDOT # Verify / Create



Review **MA6K** for any information that may have been forgotten, miskeyed, or is not included, on **MA7H**:

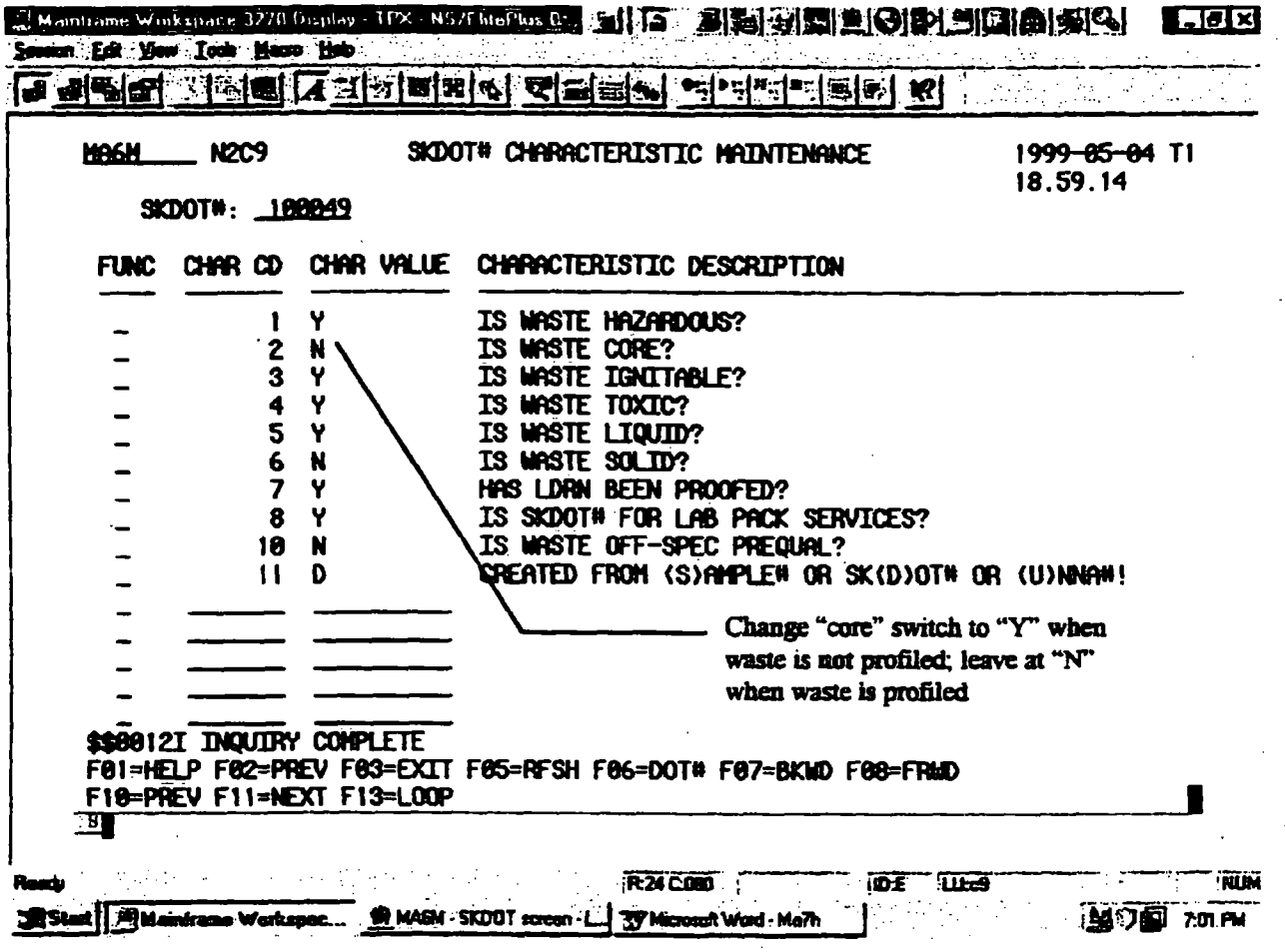
A. If your waste has a **RPT QTY**, enter it here.
B. If you know the **FLASH POINT**, enter it here.
C. If you have mis-keyed any information that autofills from **MA7H**, correct it now.

To make any changes on **MA6K**:

1. Change the **FUNC** to "C" and press **ENTER**.
2. Tab to the field you need to correct and overtype the existing information with the correct information.
3. After correcting all pertinent fields press **ENTER**.
4. System message will read "**Changes Complete**."

Next step is to press **PF13** to navigate to **MA6M (SKDOT# CHARACTERISTIC MAINTENANCE)**.

MA7H - SKDOT # Verify / Create



Review **MA6M** to make sure all the switches are correct, as autofilled from **MA7H**. If you find any that are not correct, you can make your corrections at this time.

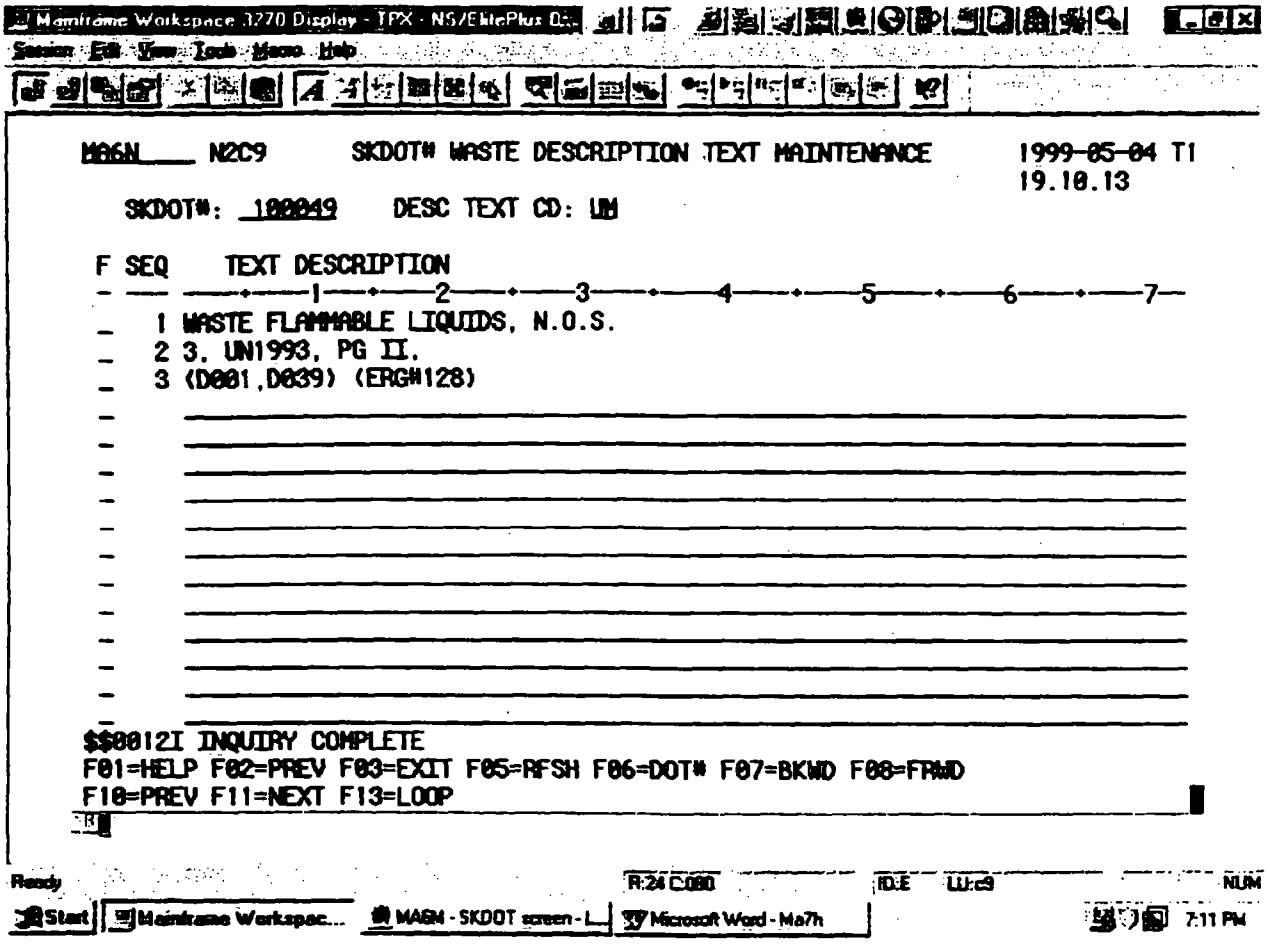
To make corrections on **MA6M**:

1. Tab to the **FUNC** field in front of the switch you need to correct.
2. Type in a "C" (for "C"hange) and press **Enter**.
3. Change the switch, and press **Enter.**
4. System message will read "**Changes Complete**."

Please note: There is no "**Core**" switch on **MA7H**, so it will always default to "N" on **MA6M**. If your waste stream is profiled, then leave the switch set at "N;" if the waste stream is **not** profiled (i.e. "Lab Pack"), then change the switch to "Y."

Next step is to press **PF13** to navigate to **MA6N (SKDOT# WASTE DESCRIPTION TEXT MAINTENANCE)**.

MA7H - SKDOT # Verify / Create

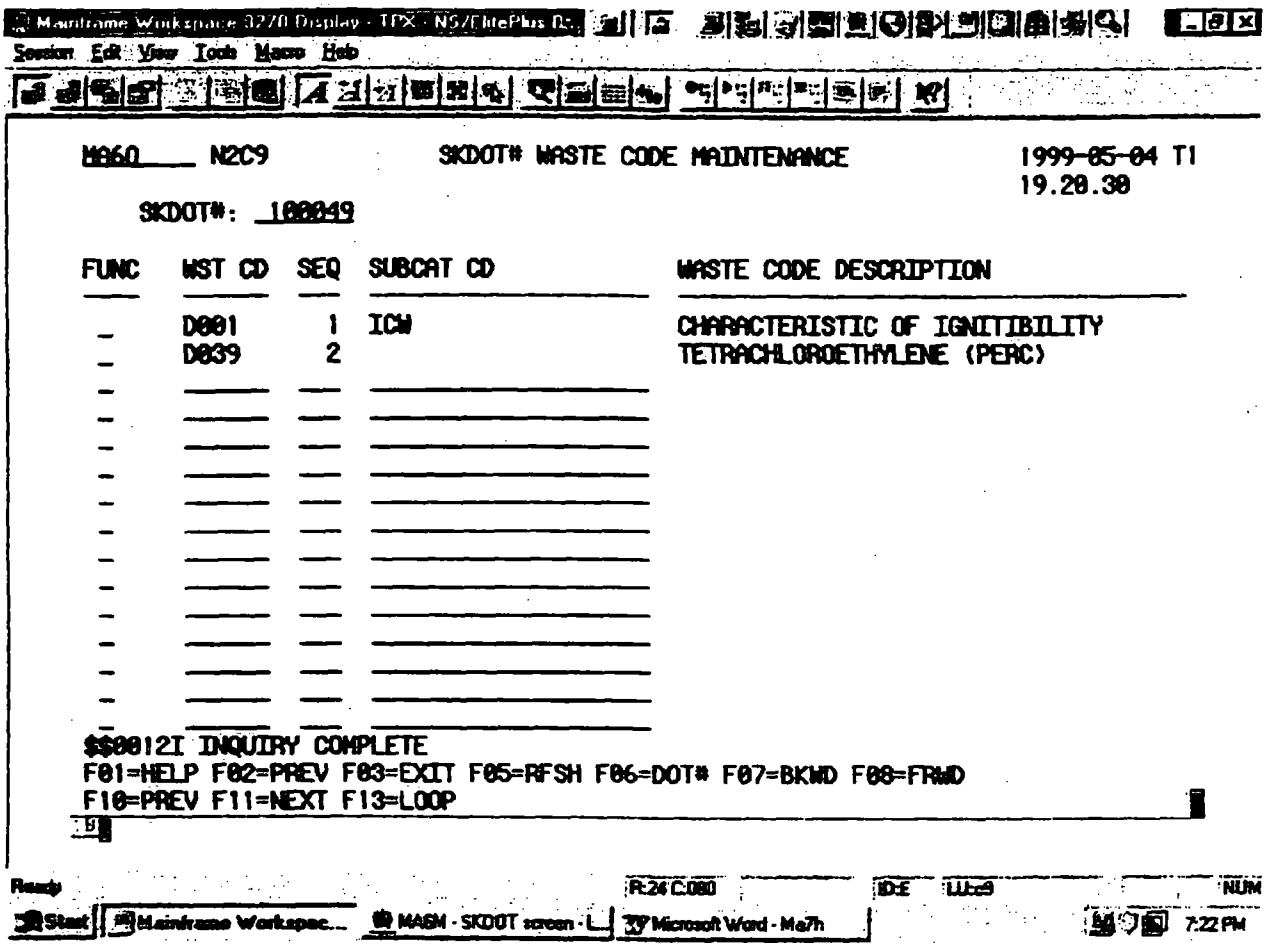


Review description as it autofilled from **MA7H**; make any corrections, if needed. To make corrections on **MA6N**:

1. Tab to "F" field in front of line that needs to be corrected.
2. Key in a "C" (for "C"hange) and press **Enter**.
3. Make correction(s), and press **Enter**.
4. System message will read "**Change(s) Complete**."

Next step is to press **PF13** to navigate to **MA6O (SKDOT# WASTE CODE MAINTENANCE)**.

MA7H - SKDOT # Verify / Create



Review Federal waste codes, and subcategory codes as autofilled from **MA7H**. If any corrections, deletions, or additions are needed, make them at this time.

To correct a code on **MA6O**:

1. Tab to **FUNC** field in front of code that needs correction
2. Key in "C" (for "C"hange) and press **Enter**
3. Make correction and press **Enter**
4. System message will read "**Change(s) Complete**."

To delete a code on **MA6O**:

1. Tab to **FUNC** field in front of code that needs to be deleted
2. Key in "D" (for "D"elete) and press **Enter**
3. System message will read "**Change(s) Complete**."

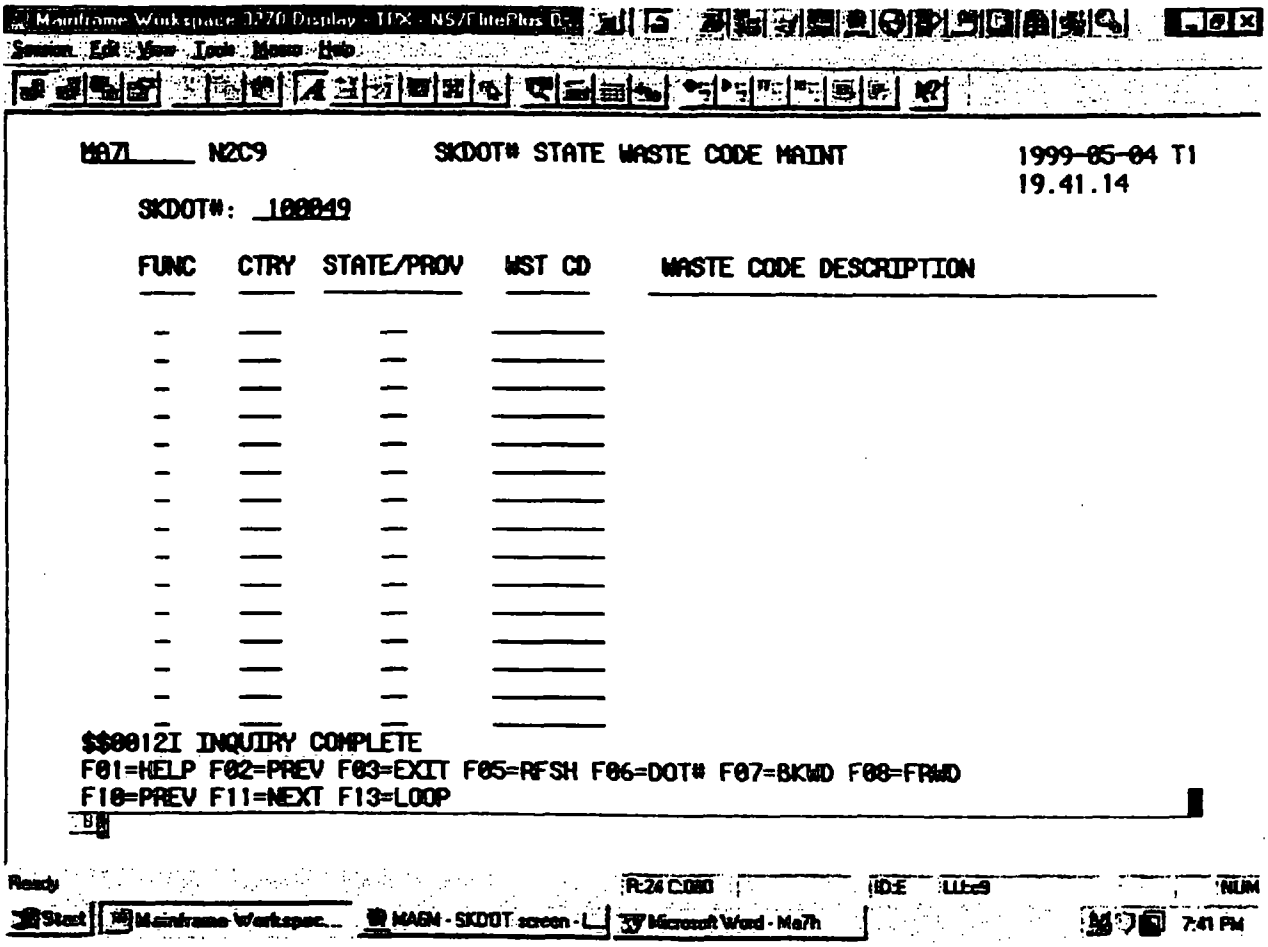
MA7H - SKDOT # Verify / Create

To add a code on **MA6O**:

1. Tab to **FUNC** field in front of first blank code field
2. Key in "A" (for "A"dd) – your cursor will automatically move to **WST CD** field
3. Key in appropriate code
4. Tab to **SEQ** field, key next sequential number (1, 2, 3, etc.) and press **Enter**
5. System message will read "**Change(s) Complete**."

Next step is to press **PF13** to navigate to **MA7L (SKDOT# STATE WASTE CODE MAINT)**.

MA7H - SKDOT # Verify / Create



Review state waste codes as autofilled from **MA7H**; make any corrections, deletions, or additions as needed.

To correct a code on **MA7L**:

1. Tab to **FUNC** field in front of code that needs correction
2. Key in "C" (for "C"hange) and press **Enter**
3. Make correction and press **Enter**
4. System message will read "**Change(s) Complete**"

To delete a code on **MA7L**:

1. Tab to **FUNC** field in front of code that needs to be deleted
2. Key in "D" (for "D"elete) and press **Enter**
3. System message will read "**NO WASTE DESCRIPTION(S) FOUND FOR DOT/DESCRIPTION TEXT CODE**"

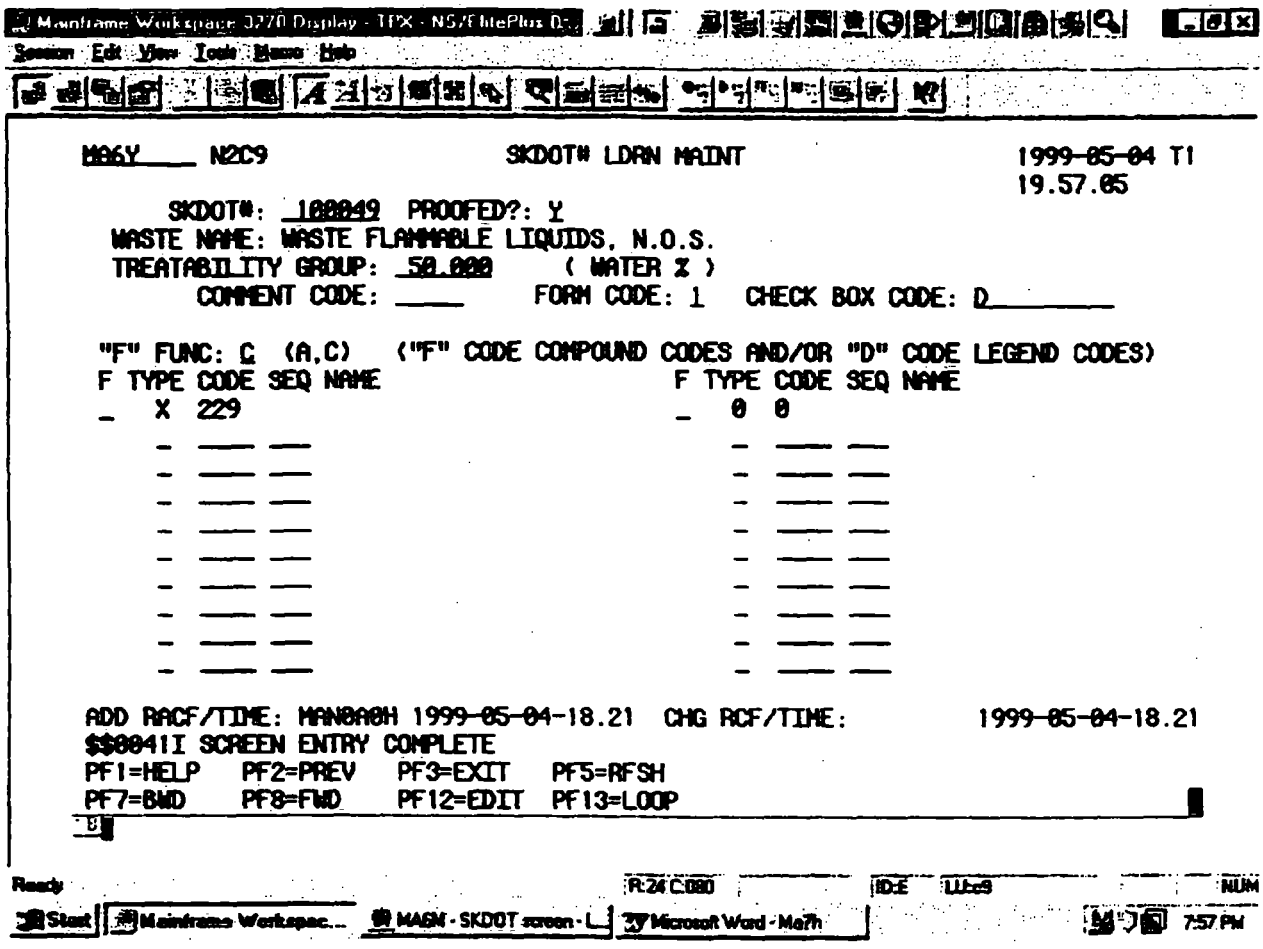
MA7H - SKDOT # Verify / Create

To add a code on **MA7L**:

1. Tab to **FUNC** field in front of first blank line
2. Key in "A" (for "A"dd) – your cursor will automatically move to **CTRY** field
3. Key in **USA** (United States) or **CAN** (Canada) – cursor will automatically move to **STATE/PROV** field
4. Key in postal abbreviation for state or province the waste code is for – cursor will automatically move to **WST CD** field
5. Key in state waste code and press **Enter**
6. System message will read "**Change(s) Complete**."

Next step is to press **PF13** to navigate to **MA6Y (SKDOT# LDRN MAINT)**.

MA7H - SKDOT # Verify / Create



Review information on **MA6Y** as it autofilled from **MA7H**. If any corrections, deletions, or additions are needed, make them at this time.

"PROOFED?" switch always defaults to "Y" – no need to change.

To change **TREATABILITY GROUP, FORM CODE** or **CHECK BOX CODE:**

1. Tab to appropriate field
2. Overtype existing information with new information

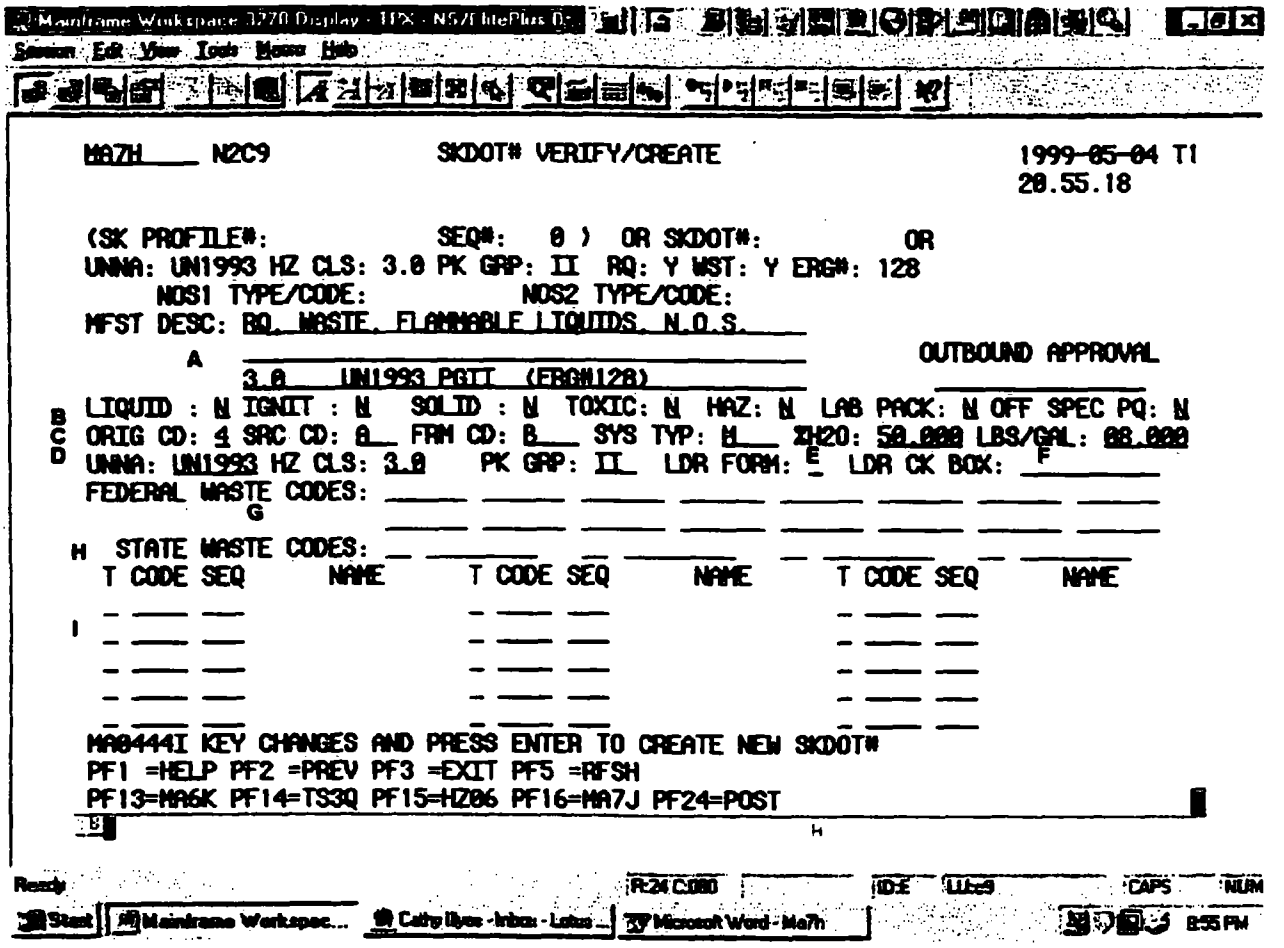
MA7H - SKDOT # Verify / Create

To change a **"D" CODE LEGEND CODE** you must first delete the incorrect code, then key the correct code:

1. Tab to "F" field in front of code to be changed
2. Key a "D" (for "D"elete) and press **Enter**
3. Tab to a blank **TYPE** field
4. Key an "X" – your cursor will automatically move to the **CODE** field
5. Key in the appropriate code
6. Tab to **SEQ** field, key next sequential number (1, 2, 3, etc.) and press **Enter**
7. System message will read "**Processing Complete.**"

You have now successfully created a new SK DOT number using Option 2.

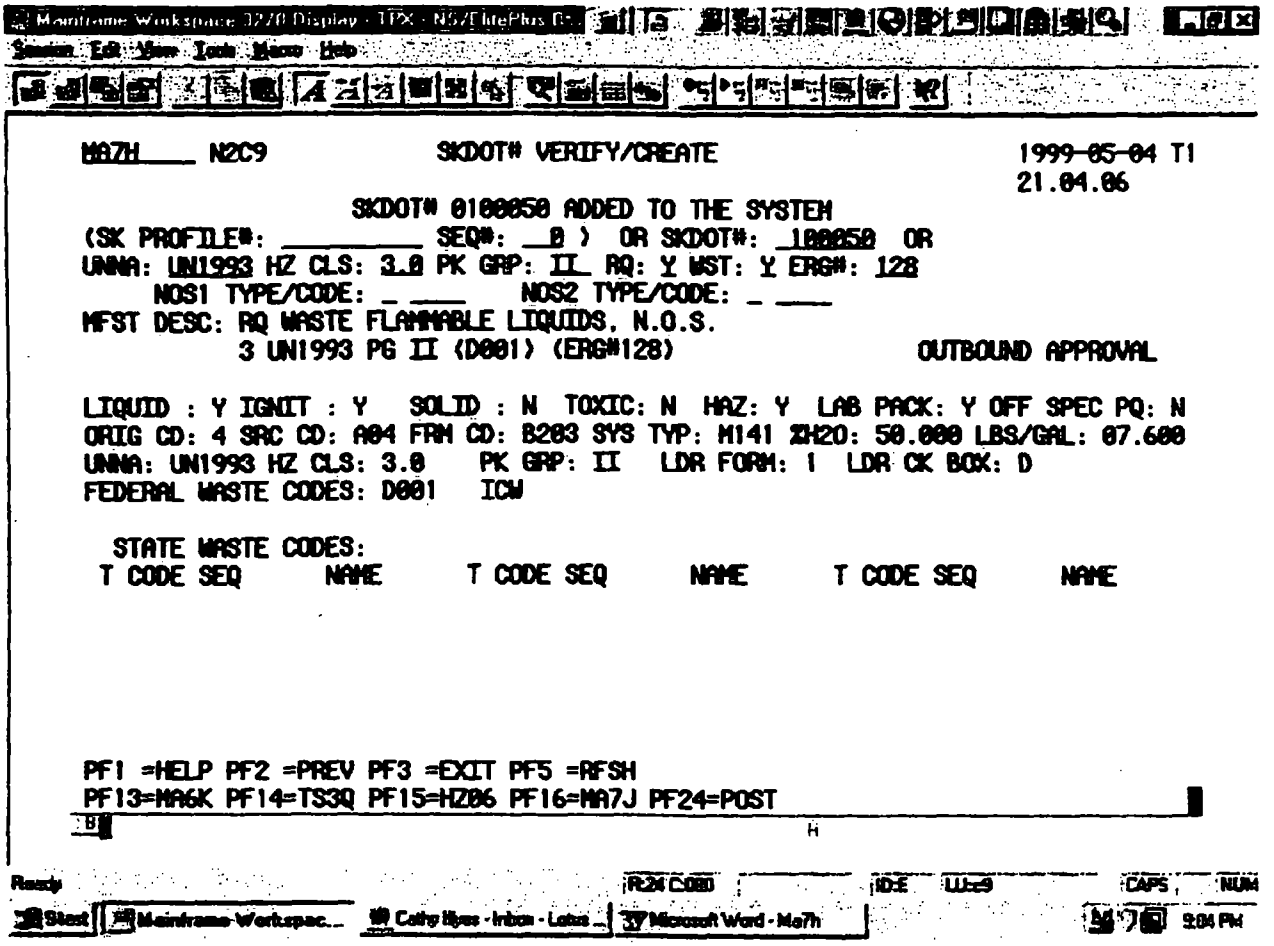
MA7H - SKDOT # Verify / Create



Results on screen after keying in UNNA number, Hazard Class, Packing Group, RQ switch, WST switch, ERG# and pressing **enter.** At this point you would:

A. Make needed changes in basic waste description, if needed.
B. Reset **LIQUID. IGNIT. SOLID. TOXIC, HAZ, LAB PACK, OFF SPEC PQ** switches properly (will default to settings of SKDOT number being used). These are all "Y"es / "N"o switches.
C. Key in **SRC CD, FRM CD, SYS TYP** (if known – if unknown, use zeros), **%H2O** (for "wastewater" / "nonwastewater" treatment standard on LDRN -- defaults to 50% for nonwastewater; change to 100% for wastewater), and **LBS/GAL** (if known; defaults to 8 lbs. per gallon).
D. Key in **UNNA** number, **HZ CLS**, and **PK GRP** (if not autofilled).
E. Key in **LDR FORM** code (either 1 or 2, depending on which LDR Notification / Certification will be needed for this waste stream).
F. Key in **LDR CK BOX** codes as needed.
G. Add or delete Federal waste codes and subcategories as needed.
H. Add or delete State waste codes as needed.
I. Add or delete Universal Treatment Standard Legend codes as needed.

MA7H - SKDOT # Verify / Create



Results on **MA7H** screen, after making necessary changes and pressing **Enter**.

Next step is to press **PF13 (SHIFT and PF1 key)** to navigate to **MA6K (SKDOT# MAINTENANCE) – follow remaining steps, as outlined on pages 5 thru 13 to complete Option 3.**

ON DEMAND
-LABELS

ON-DEMAND LABELS

Table of Contents

ON-DEMAND LABELS

Screen List

SCREEN NAME	SCREEN ID	DESCRIPTION
Branch Ondemand Menu	ITEM	Allows you to access any of the screens listed below.
On Demand Labels and Tags	MA3G	Creates, changes, deletes on-demand labels for a blank generator, core business, FRS, or Safety-Kleen to Safety-Kleen transfer.
On Demand Manifest Selection	MA4X	Can be used to create on-demand labels while creating an on-demand manifest.
On Demand Manifest (2 of 3)	MA4Z	Accessed from MA4Y. Adds or changes what information will print on the second part of the manifest; can also request on-demand labels.
Group Labels and Label Reprints	MA55	Accessed from OnDemand Menu. Option 2 used to create label reprints.

ON-DEMAND LABELS

Basic Rules for all Lines Of Business

- Labels can be requested either through the On-Demand Labels and Tags screen **(MA3G)**; or on **MA4X** or **MA4Z** when requesting an On-Demand Manifest.
  See screen prints on pages 10, 11 and 12.

- Label requests will be sent to your print spool every quarter hour, on the quarter hour unless you change the process time from "N" to the hour you want the label requests processed. Keep this in mind when changing, or deleting, a request.
  The hours "1" through "6" would be 1 p.m. to 6 p.m. and the hours "7" through "12" would be 7 a.m. to 12 noon.

- Blank generator labels can be requested by leaving generator information such as "Generators Fed EPA ID" and "Generators Customer #" fields blank.

- Blank description labels can be requested by using the "dummy" SK DOT number of "1111111" (seven 1's). The description and SK DOT number sections of the label will then be left blank.

- For the "Transport To State" field, type in the state initials of the state where the waste is terminating.
  The reason this is a required field is that some states require specific wording on their labels; this field will trigger the wording for those states.

- The "Mkt" would be "PW" for Parts Washer (includes Imaging and FRS label requests), "PR" for Paint Refinishing, "DC" for Dry Cleaning, or "OR" for Oil Recovery.

- If a label is damaged and you need to reprint it with the same container number for the bar coding, use the **MA55** screen, option 2.
  See instructions for this on page 9 and a screen print on page 13.

ON-DEMAND LABELS

Displaying a Request

1. Select **MA3G** from the OnDemand Menu.
   The On-Demand Labels and Tags screen will be displayed (see screen print on page 10).

2. At the **FUNC** field, type I.

3. Type the Sequence number for the label request and press **(Enter)**.
   *A Sequence number is assigned for each label request, when you press **(Enter)** on the **MA3G** screen after entering all applicable information.*

4. Press **(Enter)** to review the label request.

ON-DEMAND LABELS
Requesting for All Lines
Of Business

1. Select **MA3G** from the OnDemand Menu.
   The On-Demand Labels and Tags screen will be displayed (see screen print on page 10).

2. Change the **FUNC** at from **I** to **A**, as you are "A"dding a new label request into the system, and **(ENTER)**.

3. Key in the desired number of labels/tags in the "Qty. Labels to Print" field.
   Defaults to "1."

4. If you wish to "Suppress Container #" key a "Y" in that field.
   Defaults to "N."

5. Key in the appropriate "Lbl/Tag Code" for the service you are requesting labels or tags for.
   The code key is at the bottom of the screen; this field defaults to "34" which is a non-removable, white, hazardous label.

6. Key in all fields you require for the label(s) you are requesting.

7. The only fields that are mandatory are: "Transport To State," "S/K D.O.T. #," and "Mkt."

8. Press **(ENTER)**.
   If all is correct a "Sequence #" will be displayed, and the phrase "Adds Complete" will be displayed at the bottom of the screen. If any errors highlight you will see the error message "Type Required Information;" make correction(s) and press "Enter" again to complete request and receive the sequence number.

9. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND LABELS

Changing a Request

1. Select **MA3G** from the OnDemand Menu.
   The On-Demand Labels and Tags screen will be displayed (see screen print on page 10).

2. At the **FUNC** field, type **C.**

3. Type the sequence number for the label(s) or tag(s) and press **(Enter).**

4. You can change any of the highlighted data by typing over it.

5. Press **(Enter)** to process the change.
   The system will display the message: **CHANGES COMPLETE.**

6. Keep in mind that your label requests are sent to your print spool every quarter hour, on the quarter hour, unless you have requested a Process Time other than "N." Once the label request is sent to your print spool you will no longer be able to change the request; you will need to submit a new request with the correct information.

ON-DEMAND LABELS

Deleting a Request

1. Select **MA3G** from the OnDemand Menu.
   The On-Demand Labels and Tags screen will be displayed (see screen print on page 10).

2. At the **FUNC** field, type **D**.

3. Type the sequence number for the label(s) or tag(s) and press **(Enter).**

4. You will be asked to confirm the deletion by typing a "Y" in the **FUNC** field, then press **(Enter).**
   The system will display the message: **DELETE(S) COMPLETE.**

5. Keep in mind that your label requests are sent to your print spool every quarter hour, on the quarter hour, unless you have requested a Process Time other than "N."

6. If your label request has already been sent to your print spooler and you no longer need to print it, just delete the print job from the spooler; in other words: don't print it.

ON-DEMAND LABELS

Label Requests Through ODM

Note: Labels can be requested during the manifest request process **(ODM)** on either **MA4X** or **MA4Z**.

1. While on **MA4X** one of the selections you can make is for labels or tags.
   See screen print on page 11.

2. After keying in the SK DOT information in "A," "B," "C," or "D" tab to the "Lbl Type Cd" field and key in the label/tag code you require for that SK DOT.

3. In the "Lbl Qty" field key in the number of labels you require for that SK DOT.

4. If you forget to request labels/tags on **MA4X** you have a second chance to request (or correct) them on **MA4Z**.
   See screen print on page 12.

5. Tab to the "Lbl Cd" field, which following the SK DOT number on each of lines "A," "B," "C," or "D" and key in the label/tag code you require for that SK DOT.

6. In the "Lbl Qty" field key in the number of labels you require for that SK DOT.

7. Your label request will be sent to your print spooler along with your manifest request once you press **PF10** to process your request.

ON-DEMAND LABELS

Reprinting A Damaged Bar-Coded Label

Note: Occasionally, through handling, etc., a label's bar-code will become damaged. There is a way to reprint the label with the exact same container number that has been used throughout the logging of that customer's waste.

1. Select **MA55** from the OnDemand Menu.
   The Group Labels and Label Reprints screen will be displayed (see screen print on page 13).

2. Key in your location number.

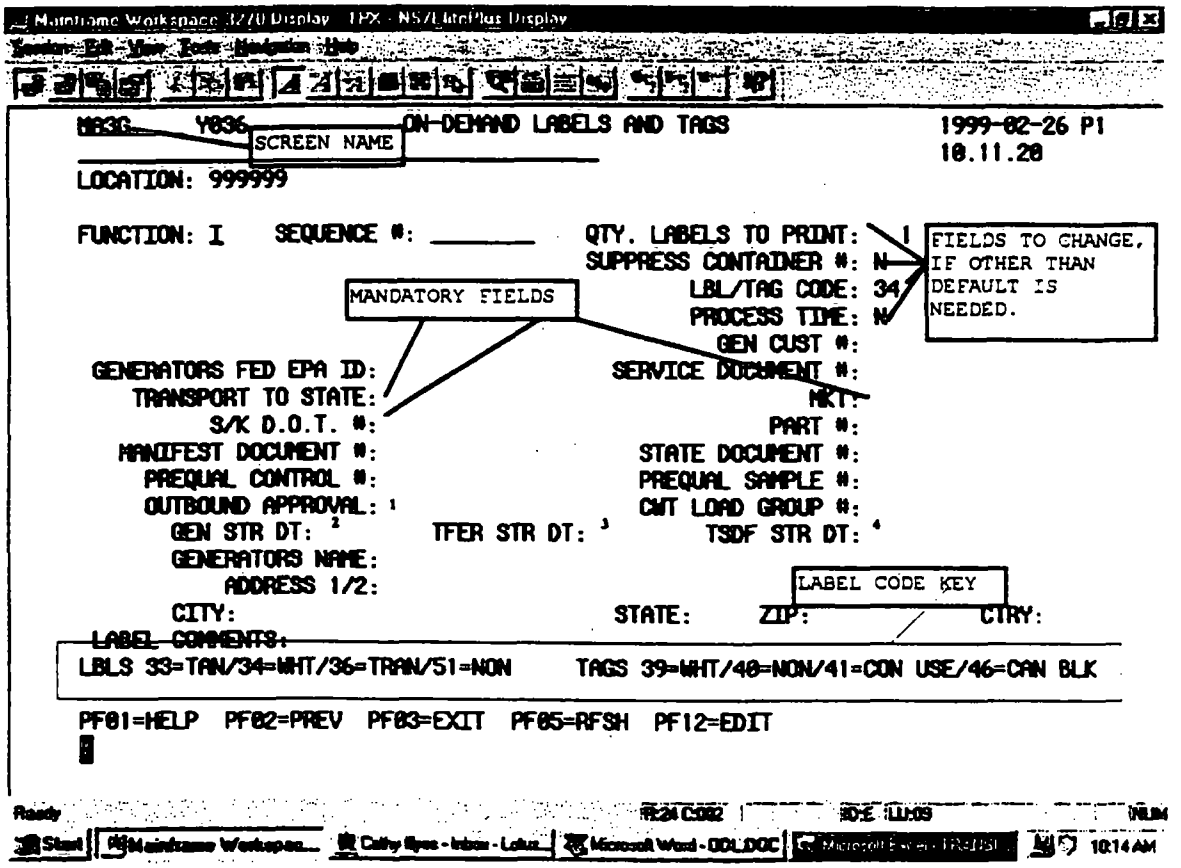
3. Tab to the "Lbl Code" field and key in the code for the label you need to reprint.
   Code key is at the bottom of the screen.

4. Tab to the "Container Number" field in Option 2 ("Container Label or Tag to Reprint") and type in the appropriate container number(s).
   You are able to request up to three labels at a time.

5. Press **ENTER** to process request.
   The "Sequence" number for your request will be displayed, as well as the message at the bottom of the screen "Processing Complete."

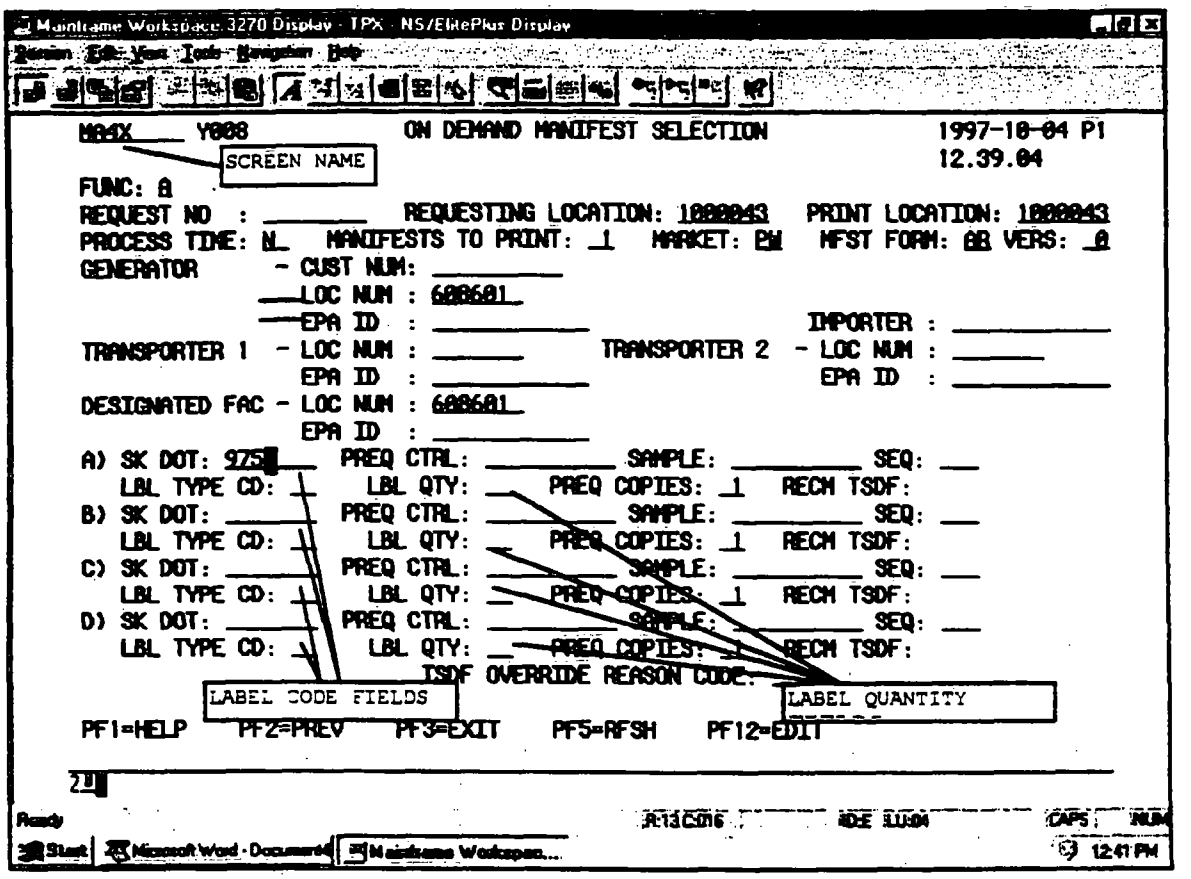
ON-DEMAND LABELS

Screen Prints

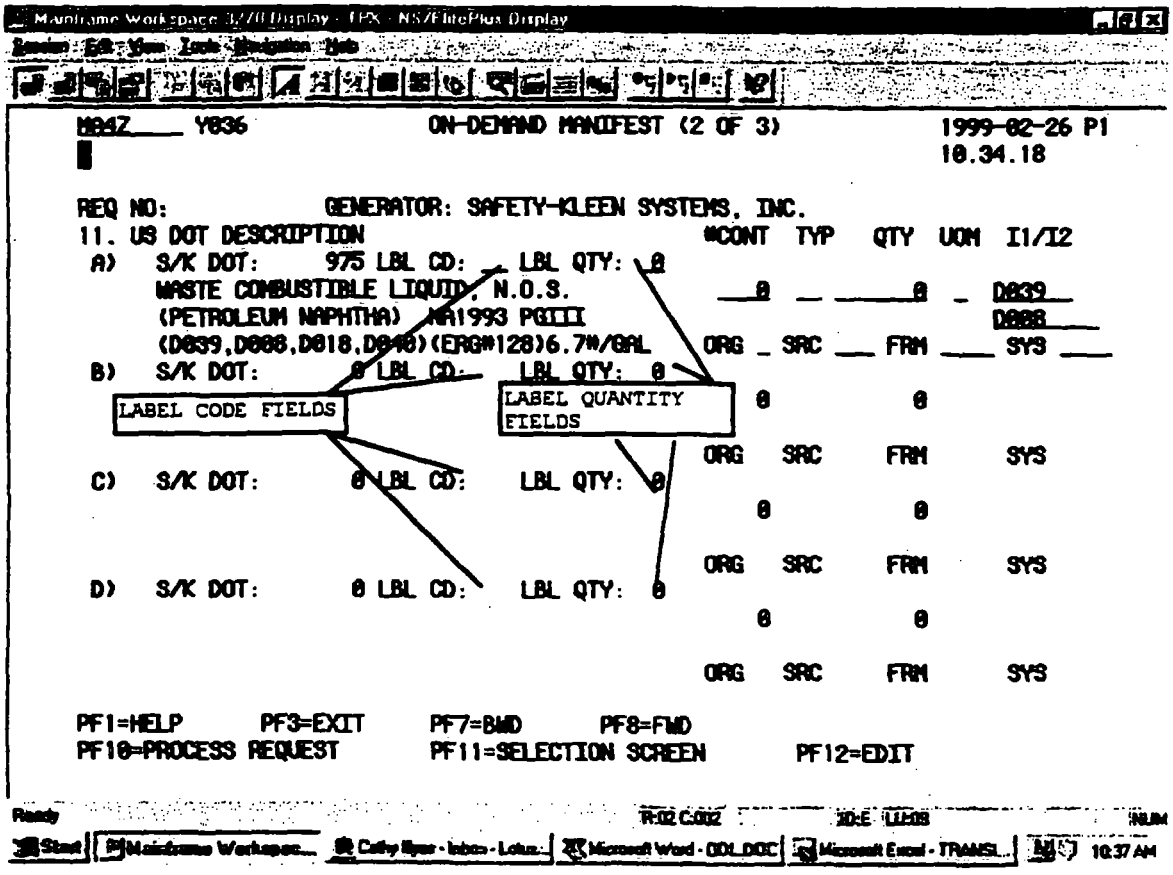


1. **Outbound Approval**: For "blue" facilities: will tie containers with pre-approved shipment approval to a CWT load; will print on same line as the manifest tracking number, with a prefix of "APR."
2. **Generator Storage Date**: Will print desired date on the label.
3. **Transfer Start Date**: Will print desired date on the label.
4. **TSDF Storage Date**: Will print desired date on the label.

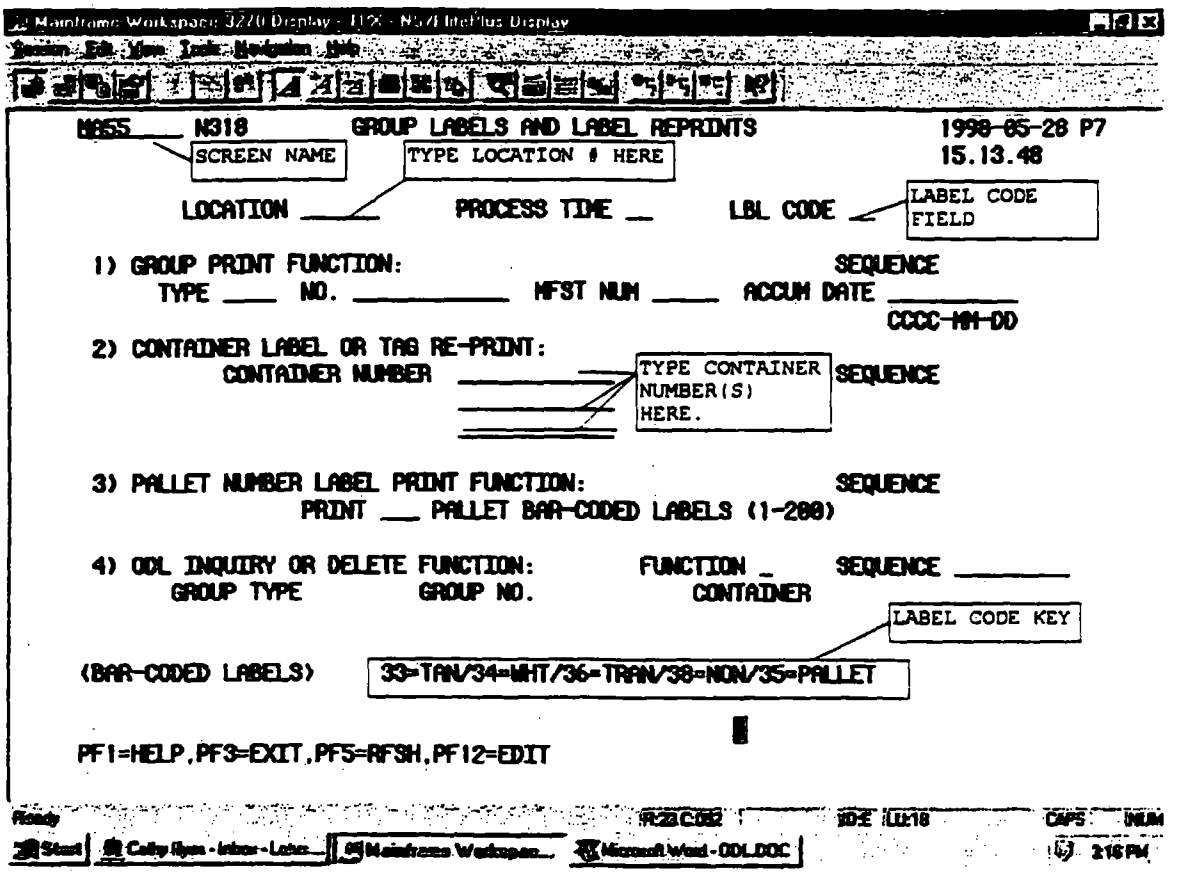
Screen Prints -- Continued



Screen Prints -- Continued



Screen Prints -- Continued



ON-DEMAND MANIFEST

Table of Contents

Table of Contents -- Continued

ON-DEMAND MANIFEST

Screen List

Branch Ondemand Menu	MANIFEST	Allows you to access any of the screens listed below.
On Demand Manifest Selection	MA4X	Creates, changes, deletes an on-demand manifest for a blank generator, core business, FRS, or Safety-Kleen to Safety-Kleen transfer (see page 23).
On Demand Manifest (1 of 3)	MA4Y	Accessed from MA4X. Adds or changes what information will print on the the first part of the manifest (see page 24).
On Demand Manifest (2 of 3)	MA4Z	Accessed from MA4Y. Adds or changes what information will print on the second part of the manifest (see page 25).
On Demand Manifest (3 of 3)	MA41	Accessed from MA4Z. Adds or changes what information will print on the third part of the manifest (see page 26).
ODM Continuation Sheet - Transporters	MA68	Accessed from MA4X and MA69 via the PF6 key. Allows you to create a Continuation Sheet for additional transporters (see page 27).
ODM Continuation Sheet - Waste	MA69	Accessed from MA4X and MA68 via the PF9 key. Allows you to create a Continuation Sheet for additional waste (see page 28).
Help Screen for TSDF Overrides	N/A	Accessed by placing cursor in "TSDF Override Reason Code" field on MA4X and pressing PF1. Exit "Help Screen" by pressing PF3.

ON-DEMAND MANIFEST

Basic Rules for all Lines Of Business

Remember: Unprotected fields (even with information already entered) are highlighted and can have information added, deleted, or changed when necessary.

- There are special situations when you need to manually enter the manifest form instead of letting the system determine it (Example: When you have need a 6P for a CESQG in Indiana, instead of an Indiana manifest). In those cases, go to the **MFST FORM** field and type the manifest form to be used. If you forget to do this before you press **(PF12)** to edit the screen you will have to press **(PF5)** to refresh the screen and start over.

- If you are in the middle of creating a manifest and you want to quit, press **(PF3)**. You cannot refresh your screen by pressing **(PF5)** once you've gone beyond the **MA4X** screen, until you complete the manifest.

- Pressing **(PF5)** after you finish adding a manifest will take you to the On Demand Manifest Selection screen, where you can add another manifest.

- If you want the Branch Fleet EPA ID (ILD984908202) as Transporter 1, leave the **TRANSPORTER 1** fields blank.

- If you need the Over-The-Road Fleet information to print you must type in their EPA ID (SCD987574647).

- If you have three or four transporters for a manifest and you're using a rider, use the following steps:

  If the third Transporter is known, you need to request a new manifest, type their EPA ID in the **TRANSPORTER 1** field, fill in the designated facility, and then type **9000** in the first **SKDOT** field.

  If the third Transporter is **not** known, you need to request a new manifest, type **XX** in the **TRANSPORTER 1** field, fill in the designated facility, and then type **9000** in the first **SKDOT** field.

Basic Rules for all Lines Of Business -- Continued

- If you receive the following error message: **SAMPLE DOES NOT EXIST FOR THIS CONTROL NUMBER**, you probably need to enter a sequence number

- If you do not know who Transporter 1 is and need to leave that field blank, you can type **XX** in the **TRANSPORTER 1 EPA ID** field. Even though **XX** appears on the screen, it will not print on the manifest.

- Never type over the # # # # in any field. These indicate that there is programmed information that will print in those fields.

- When a state changes its manifest form's format, programming will have to rework how it prints through On-Demand. This means that the version will change from "0" to "1" for that form (subsequent updates will mean the version will then change from "1" to "2" and so on). You will be notified via a memo when this happens; the current forms that require Version 01 are: Bills of Lading, Indiana, Maryland, Michigan, Missouri, Illinois, New York, and Waste Oil Tracking Documents (when printing continuous feed forms). There are also Version 01's available for those branches who have had trouble printing TX and CA manifests; most branches, though, can continue using Version 0 for those two forms.

- When entering multiple handling codes in Section K, on screen 3 of 3 (see screen print on page 26), place a slash (/) between each code. (Example: S01, T02, and M125 would be entered like this S02/T02/M125.)

- When waste is being sent to a third-party terminating facility, enter the **location number** of the facility, not the EPA ID number as your selection criteria.

- If the terminating facility is an SK location that is part of a multi-facility location with a single Federal EPA ID number (example: the Dolton location has two branches, a DC, an OC and an RC), enter the **location number**, not the EPA ID number as your selection criteria. If you request by EPA ID, the system will assign the first numeric value location number it comes to, which may not be the one you want (in the case of Dolton, using the ID number will assign the OC's location number [259] to the shipment, when you probably want the RC's location number [654]).

- Blank description manifests can be requested by using the "dummy" SK DOT number of "1111111" (seven 1's) on Line A of the MA4X screen. The description and SK DOT number sections of the manifest will then be left blank.

Basic Rules for all Lines Of Business -- Continued

- Manifest requests will be sent to your print spool every quarter hour, on the quarter hour. Keep this time frame in mind when changing, or deleting, a request.

ON-DEMAND MANIFEST

Displaying a Request

NOTE: An on-demand manifest consists of four screens. The first screen is a selection screen, while the other three replicate the actual manifest. (See screen prints on pages 23 through 26.)

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. At the **FUNC** field, type I.

3. Type the request number for the manifest and press **(Enter)**.
   *A request number is assigned for each manifest you request, after you press **(PF10)** on the **MA41** screen.*

4. Press **(Enter)** to review the other three manifest screens.

ON-DEMAND MANIFEST

Requesting for Blank Generator

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. Leave the **FUNC** at **A**, as you are "A"dding a new manifest request into the system.

3. Leave the **GENERATOR** fields blank.

4. If you do not want to use the Branch Fleet EPA ID (ILD984908202) as **Transporter 1**, fill in the appropriate EPA ID; otherwise leave this area blank. If you don't know who the transporter will be, type **XX** in the EPA ID field. Even though the **MA4Y** screen will show the **XX** in the **US EPA ID NUMBER** field, the **XX** will not print on the manifest – instead, all the **TRANSPORTER 1** information will be blank.

5. Type the **SKDOT** for each waste stream.

6. At the **DESIGNATED FAC** field type either the **LOC NUM** or the **EPA ID** assigned to the designated facility.

7. Press **(PF12)** to edit the information.
   The system fills in the request number and any other system-supplied information.

8. Press **(ENTER).**
   The system displays the second of four manifest screens (see screen print on page 24).

9. As the system displays the next three manifest screens, fill in the highlighted fields on each screen with the appropriate manifest information *(see screen prints on pages 25 and 26).*

Requesting for Blank Generator -- Continued

10. After each screen is filled in, press **(PF12)** to edit the information and then press **(ENTER)** until you reach the On-Demand Manifest (3 of 3) screen.

11. At the On-Demand Manifest (3 of 3) screen, press **(PF10)**.
If successful, the system displays: **REQUEST FOR MANIFEST SUCCESSFULLY PROCESSED AS #_____.**

12. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND MANIFEST

Requesting for Core Business

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. Leave the **FUNC** at **A**, as you are "A"dding a new manifest request into the system.

3. At the **GENERATOR** field, choose one of the selection criteria: **CUST NUM** or **EPA ID** and type the appropriate information.

4. If you do not want to use the Branch Fleet EPA ID (ILD984908202) as **Transporter 1**, fill in the appropriate EPA ID; otherwise, leave this area blank. If you don't know who the transporter will be, type **XX** in the **EPA ID** field. Even though the **MA4Y** screen will show the **XX** in the **US EPA ID NUMBER** field, the **XX** will not print on the manifest – instead, all the **TRANSPORTER 1** information will be blank.

5. At the **DESIGNATED FAC** field type either the **LOC NUM** or the **EPA ID** assigned to the designated facility.

6. For each waste stream, type the **SKDOT** number.

7. Press **(PF12)** to edit the information.
   The system fills in the request number and any other system-supplied information.

8. Press **(ENTER).**
   The system displays the second of four manifest screens (see screen print on page 24).

9. As the system displays the next three manifest screens, fill in the highlighted fields on each screen with the appropriate manifest information *(see screen prints on pages 25 and 26).*

10. After each screen is filled in, press **(PF12)** to edit the information and then press **(ENTER)** until you reach the On-Demand Manifest (3 of 3) screen.

Requesting for Core Business -- Continued

11. At the On-Demand Manifest (3 of 3) screen, press **(PF10)**.
    If successful, the system displays: **REQUEST FOR MANIFEST SUCCESSFULLY PROCESSED AS #_____.**

12. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND MANIFEST

Requesting for FRS

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. Leave the **FUNC** at **A**, as you are "A"dding a new manifest request into the system

3. **Do not** enter any generator information, this will be determined by the prequal and sample numbers entered for each waste stream.

4. If you do not want to use the Branch Fleet EPA ID (ILD984908202) as **TRANSPORTER 1**, fill in the appropriate EPA ID; otherwise leave this area blank. If you don't know who the transporter will be, type **XX** in the **EPA ID** field. Even though the **MA4Y** screen will show the **XX** in the **US EPA ID NUMBER** field, the **XX** will not print on the manifest -- instead, all the **TRANSPORTER 1** information will be blank.

5. At the **DESIGNATED FAC** field type either the **LOC NUM** or the **EPA ID** assigned to the designated facility.

6. After each screen is filled in, press **(PF12)** to edit the information and then press **(ENTER)** until you reach the On-Demand Manifest (3 of 3) screen.

7. For each waste stream, fill in only the prequal number and sample number.

8. Press **(PF12)** to edit the information.

9. If the designated facility is not the same as the recommended TSDF, you need to fill in a reason code at the **TSDF OVERRIDE REASON CODE** field.
   To view a list of the TSDF Override Reason Codes, tab to that field and press PF1 (Help key) and a pop-up list of the codes will appear; to exit the list, press PF3. (See screen print on page 29.)

10. Press **(ENTER)**.
    The system displays the second of four manifest screens (see screen print on page 24).

11. As the system displays the next three manifest screens, fill in the highlighted fields on each screen with the appropriate manifest information *(see screen prints on pages 25 and 26.)*

Requesting for FRS -- Continued

12. After each screen is filled in, press **(PF12)** to edit the information and then press **(ENTER)** until you reach the On-Demand Manifest (3 of 3) screen.

13. At the On-Demand Manifest (3 of 3) screen, press **(PF10)**.
If successful, the system displays: **REQUEST FOR MANIFEST SUCCESSFULLY PROCESSED AS #_____.**

14. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND MANIFEST

Requesting for SK to SK

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. Leave the **FUNC** at **A**, as you are "A"dding a new manifest request into the system

3. At the **GENERATOR LOC NUM** field, type the location number of the branch shipping the waste.
   If the first Transporter is Safety-Kleen and has been dispatched by the TSDF, the system fills in the correct phone number for Transporter 1.

4. Since most SK to SK shipments are not transported via the branch fleet, you will need to type in the appropriate EPA ID number for the transporter being used. For SK Over-The-Road fleet, use SCD987574647; if you're using a third-party transporter type in their EPA ID number.

5. At the **DESIGNATED FAC** field type either the **LOC NUM** or the **EPA ID** assigned to the designated facility.

6. For each waste stream, type the **SKDOT** number.

7. Press **(PF12)** to edit the information

8. Press **(ENTER).**
   The system displays the second of four manifest screens (see screen print on page 24).

Requesting for SK to SK -- Continued

9. As the system displays the next three manifest screens, fill in the highlighted fields on each screen with the appropriate manifest information *(see screen prints on pages 25 and 26).*

10. After each screen is filled in, press **(PF12)** to edit the information and then press **(ENTER)** until you reach the On-Demand Manifest (3 of 3) screen.

11. At the On-Demand Manifest (3 of 3) screen, press **(PF10)**.
If successful, the system displays: **REQUEST FOR MANIFEST SUCCESSFULLY PROCESSED AS #** _____.

12. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND MANIFEST

Requesting a Bill of Lading

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. At the **MFST FORM** field, type **BL**.

3. At the **VERSION** field, type **1**.

4. Depending on the situation, continue as you would for a manifest.

5. Press **(PF12)** to edit the information.
   The system fills in the request number and any other system-supplied information.

6. Press **(Enter)**.
   The system displays the second of four manifest screens (see screen print on page 24).

7. As the system displays the next three manifest screens, fill in the highlighted fields on each screen with the appropriate manifest information.
   Do not type over the = = = = = in any field.

8. After each screen is filled in, press **(PF12)** to edit the information and then press **(ENTER)** until you reach the On-Demand Manifest (3 of 3) screen.

9. At the On-Demand Manifest (3 of 3) screen, press **(PF10)**.
   If successful, the system displays: **REQUEST FOR MANIFEST SUCCESSFULLY PROCESSED AS #** _____.

10. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND MANIFEST

Requesting an Oil Services/ Waste Tracking Document

NOTE: Unlike a manifest, an Oil Services/Waste Tracking Document allows for three transporters. Due to the limitations of the system, you can only preprint two transporters. Any third transporter information will have to be handwritten. Those facilities still printing "single-fed tracking documents should use Version "00;" those printing continuous feed documents tracking documents should use Version "01."

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. At the **MFST FORM** field, type **WT**.

3. Depending on the situation, continue as you would for a manifest.
   (This is the only screen you will have to type in any information.)

4. Press **(PF12)** to edit the information.
   The system fills in the request number and any other system-supplied information.

5. Press **(Enter).**
   The system displays the second of four manifest screens (see screen print on page 24).

6. As the system displays the next manifest screens, just press **(Enter)** until you reach the On-Demand Manifest (3 of 3) screen.
   Do not type over the = = = = = in any field.

7. At the On-Demand Manifest (3 of 3) screen, press **(PF10)**.
   If successful, the system displays: **REQUEST FOR MANIFEST SUCCESSFULLY PROCESSED AS #** _____.

8. Write down the request number in case you want to change or delete this request at a later time.

ON-DEMAND MANIFEST

Requesting a Continuation Sheet with an On-Demand Manifest

PLEASE NOTE: At this time, the system is only programmed to print Federal format continuation sheets. Any state-specific continuation sheets will have to be created manually.

1. After you have created your original manifest, been returned to the selection screen **(MA4X)** and received your tracking number, you will then press **(PF6)** for additional transporters, or **(PF9)** for additional waste to print on a continuation sheet.
   If you have both additional waste and additional transporters, you can go to either screen first, and then navigate to the other screen via the PF keys.

2. If you press **(PF6)** for additional transporters, you will be taken to screen **MA68**. On this screen you can only enter the additional transporters one at a time, by entering the transporter's Federal EPA ID number. The **FUNC** is already preset to "**A**"dd.

3. After each transporter's **FED EPA** is keyed, be sure to press **(ENTER)**. After the last entry, you can either press **(PF10)** to process the continuation sheet request, or press **(PF9)** if you also have additional waste streams.

4. If you also have additional waste, and press **(PF9)** you will be taken to screen **MA69**. On this screen you can only enter the additional waste streams one at a time, either by the **SKDOT** number, or by the Prequal Control and Sample numbers. The **FUNC** is already preset to "**A**"dd.

5. Tab to the **SKDOT** field and key in your SK DOT number, or tab to the **CONTROL** and **SAMPLE** fields and key in the appropriate information; press **(ENTER)**.

6. Key in the container **TYP** and the **UOM** (mandatory fields). If needed, you can also key in the **HANDLE CD**, **LBL CD** and **LBL QTY**. Press **(ENTER)**.

Requesting a Continuation Sheet with an On-Demand Manifest -- continued

7. Repeat steps 5 and 6 for each additional waste stream making sure to press **(ENTER)** after the last entry.

8. Once you have keyed in all the required / necessary information these screens and pressed **(ENTER)** after the last entry, you will then press **(PF10)** to process the continuation sheet request.
   If successful, the system displays: **MFST CONT SHEET REQUEST PROCESSED**. *Your continuation sheet print job name will be "USC6."*

An additional note here: The system will automatically create additional continuation sheets for you under the following circumstances:

- There is another transporter, but the current page already has two transporters listed.
- There is another waste stream but the current page already has nine wastes listed.
- There are less than nine waste streams for the first continuation sheet, but there is not enough space to completely hold all the necessary information in Sections S, T or 32 of the continuation sheet.

ON-DEMAND MANIFEST

Requesting a Continuation Sheet for an Existing Manifest

PLEASE NOTE: At this time, the system is only programmed to print Federal format continuation sheets. Any state-specific continuation sheets will have to be created manually.

1. If you have an existing manifest that requires a continuation sheet, select **MA4X** from the OnDemand Menu.

2. Change the **FUNC** from **A** to **T** and key in the **REQUEST NO** (tracking number) from the existing manifest. Press **(ENTER)**.

3. Enough information should be on the screen to confirm you have keyed in the correct tracking number. Once you have verified the information, then press either **(PF6)** for additional transporters, or **(PF9)** for additional waste.
   *If you have both additional waste **and** additional transporters, you can go to either screen first, and then navigate to the other screen via the PF keys.*

4. If you press **(PF6)** for additional transporters, you will be taken to screen **MA68**. On this screen you can only enter the additional transporters one at a time, by entering the transporter's Federal EPA ID number. The **FUNC** is preset to "I"nquire, change to "**A**"dd.

5. After each transporter's **FED EPA** is keyed, be sure to press **(ENTER)**. After the last entry, you can either press **(PF10)** to process the continuation sheet request, or press **(PF9)** if you also have additional waste streams.

6. If you also have additional waste, and press **(PF9)** you will be taken to screen **MA69**. On this screen you can only enter the additional waste streams one at a time, either by the **SKDOT** number, or by the Prequal Control and Sample numbers.

7. The **FUNC** is preset to "I"nquire, change to "**A**"dd.

Requesting a Continuation Sheet for an Existing Manifest

8. Tab to the **SKDOT** field and key in your SK DOT number, or tab to the **CONTROL** and **SAMPLE** fields and key in the appropriate information; press **(ENTER)**.

9. Key in the container **TYP** and the **UOM** (mandatory fields). If needed, you can also key in the **HANDLE CD**, **LBL CD** and **LBL QTY**. Press **(ENTER)**.

10. Repeat steps 7, 8 and 9 for each additional waste stream making sure to press **(ENTER)** after the last entry.

11. Once you have keyed in all the required / necessary information these screens and pressed **(ENTER)** after the last entry, you will then press **(PF10)** to process the continuation sheet request.
If successful, the system displays: **MFST CONT SHEET REQUEST PROCESSED**. *Your continuation sheet print job name will be "USC6."*

An additional note here: The system will automatically create a second, or more, continuation sheets for you under the following circumstances:

- There is another transporter, but the current page already has two transporters listed.
- There is another waste stream but the current page already has nine wastes listed.
- There are less than nine waste streams for the first continuation sheet, but there is not enough space to completely hold all the necessary information in Sections S, T or 32 of the continuation sheet.

ON-DEMAND MANIFEST

Changing a Request

NOTE: Before you can process the changes to the manifest, you must review all four manifest screens.

1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).

2. At the **FUNC** field, type **C.**

3. Type the request number for the manifest and press **(Enter).**

4. You can change any of the highlighted data by typing over it.

5. Press **(Enter)** to display each of the manifest screens.
   You can change any of the highlighted date by typing over it. Do <u>not</u> type over the # # # # # in any field.

6. Once you have finished making changes, press **(PF10)** at the On-Demand Manifest (3 of 3) screen.
   The system returns to the Manifest Selection screen and displays: **CHANGES COMPLETE.**

7. Keep in mind that your manifest requests are sent to your print spool every quarter hour, on the quarter hour.

ON-DEMAND MANIFEST

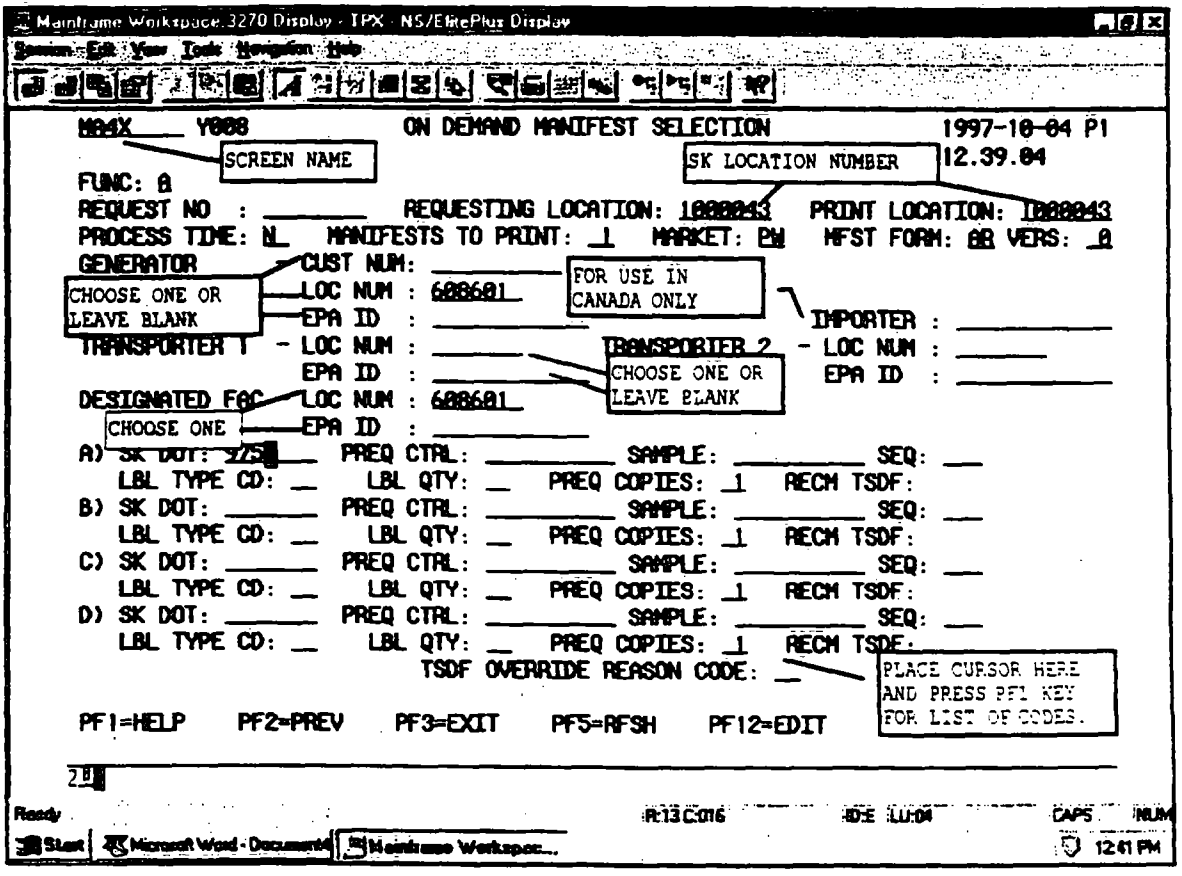
Deleting a Request

NOTE: Before you can delete the manifest, you must review all four manifest screens.

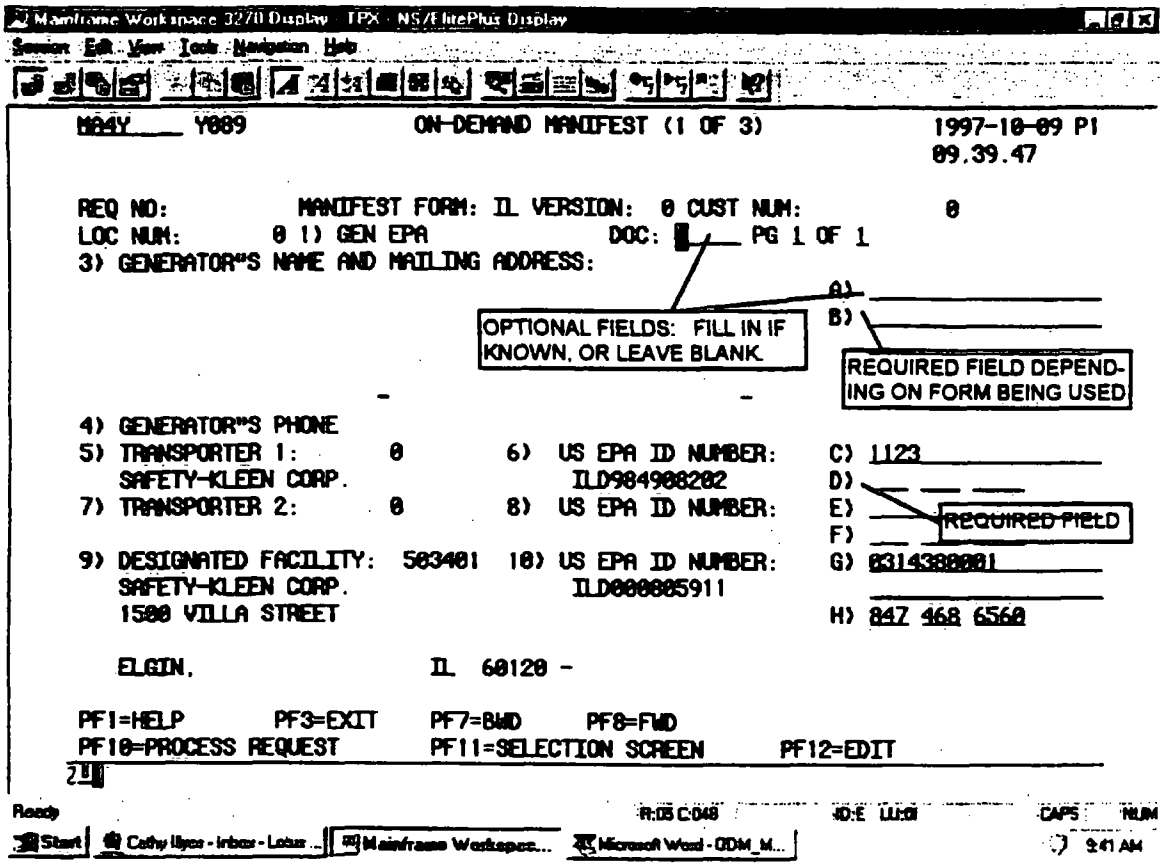
1. Select **MA4X** from the OnDemand Menu.
   The On-Demand Manifesting Selection screen appears (see screen print on page 23).
2. At the **FUNC** field, type **D**.
3. Type the request number for the manifest and press **(Enter).**
4. Press **(Enter)** to review each manifest screen.
5. At the On-Demand Manifest (3 of 3) screen, press **(PF10).**
   The system returns to the Manifest Selection screen and displays: DELETES **COMPLETE.**
6. Keep in mind that your requested manifests are sent to your print spool every quarter hour, on the quarter hour.

ON-DEMAND MANIFEST

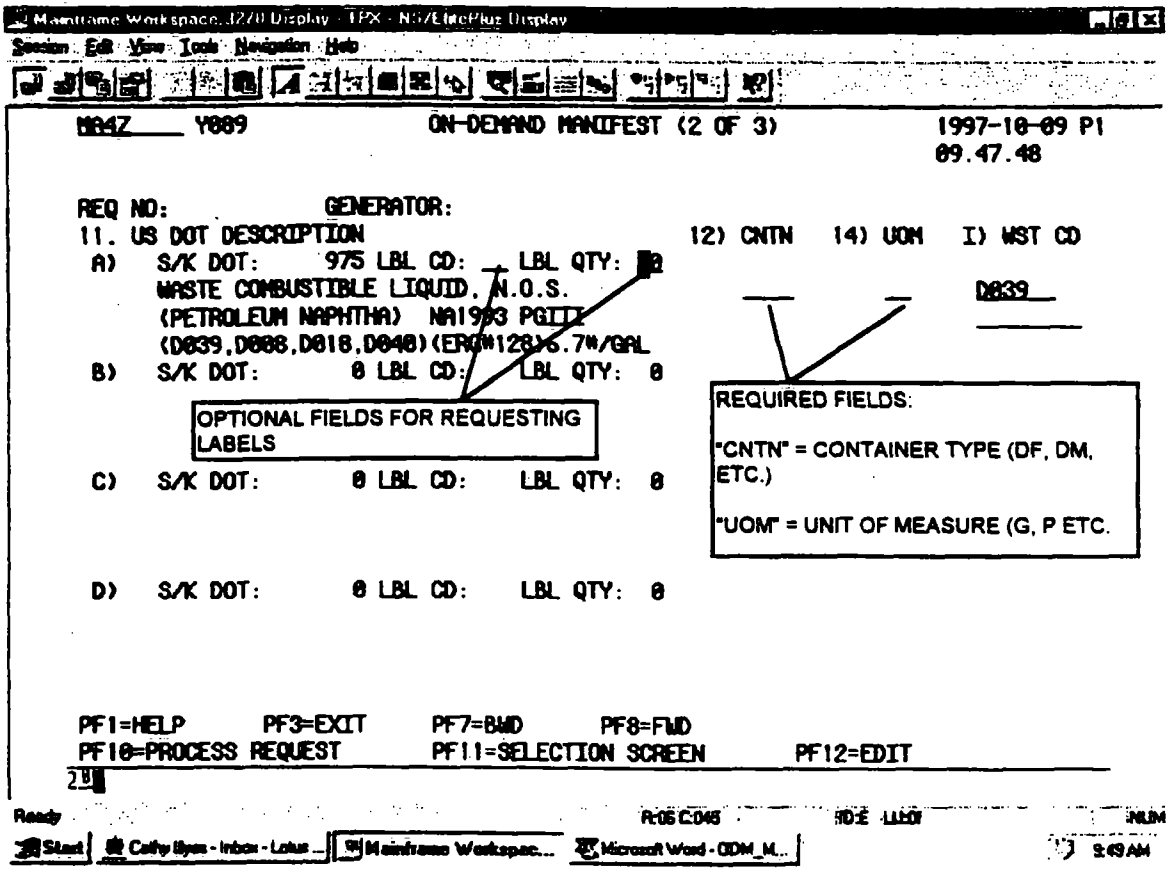
Screen Prints



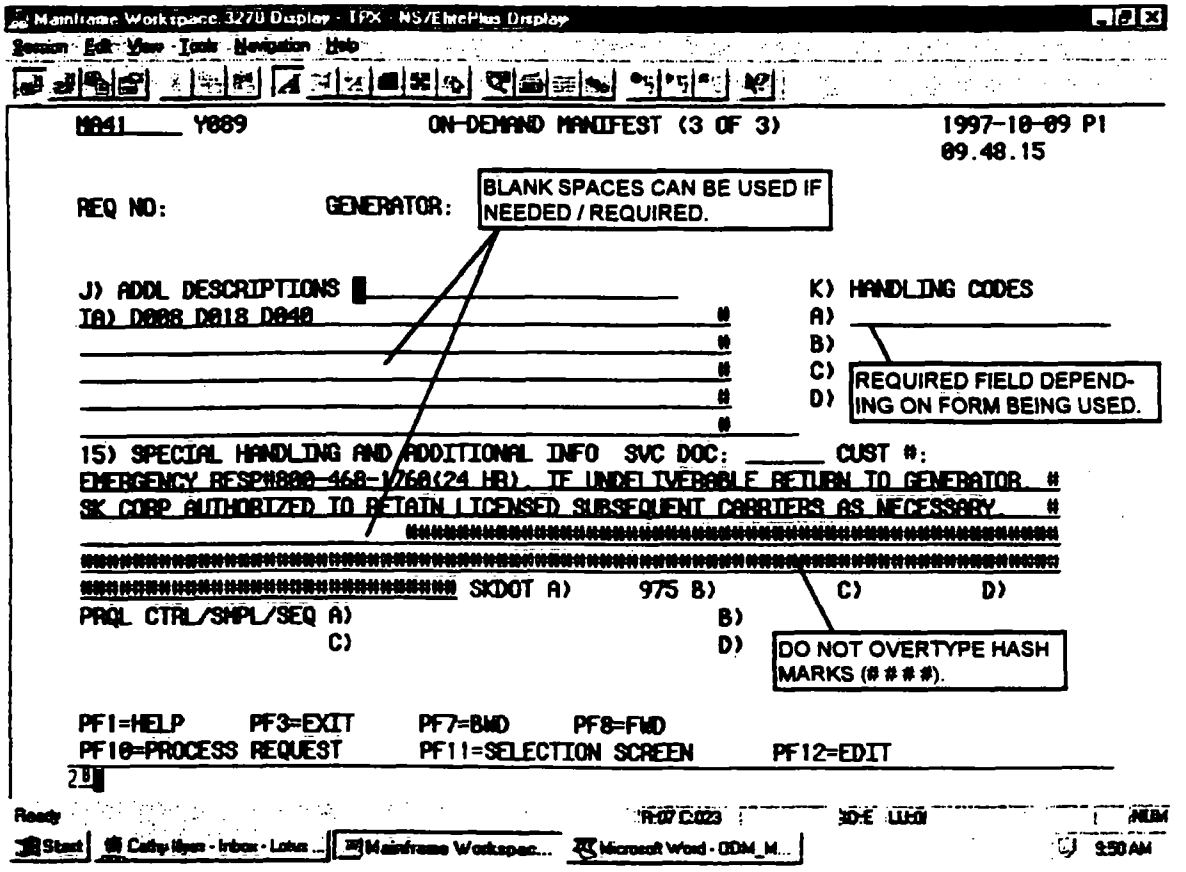
Screen Prints -- Continued



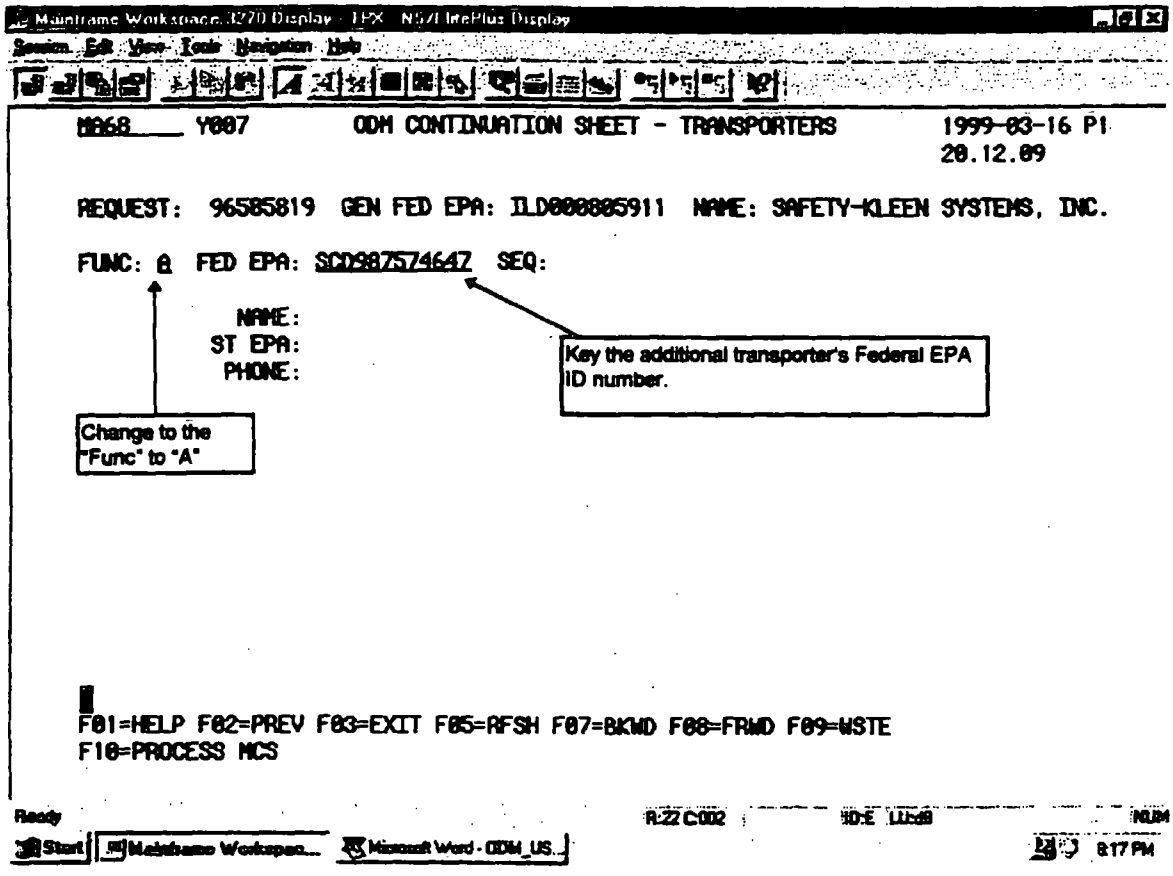
Screen Prints -- Continued



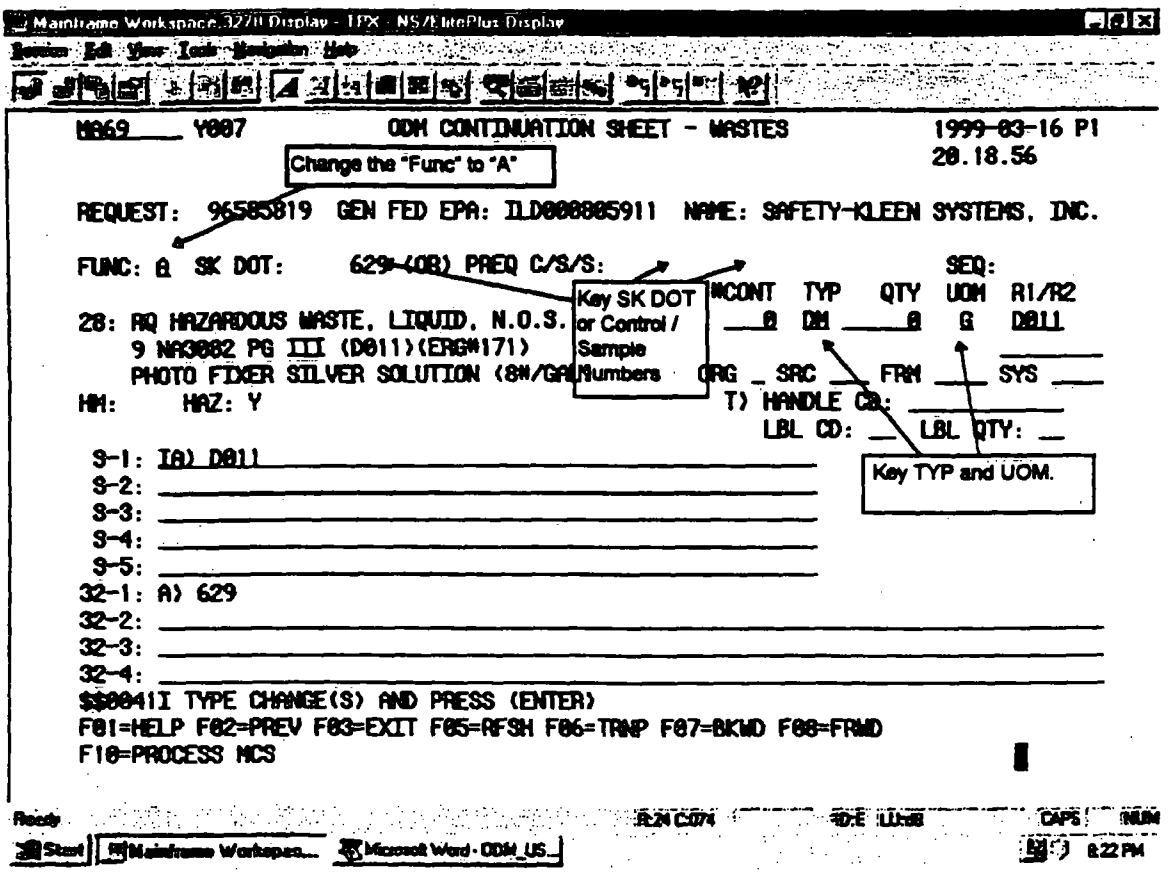
Screen Prints -- Continued



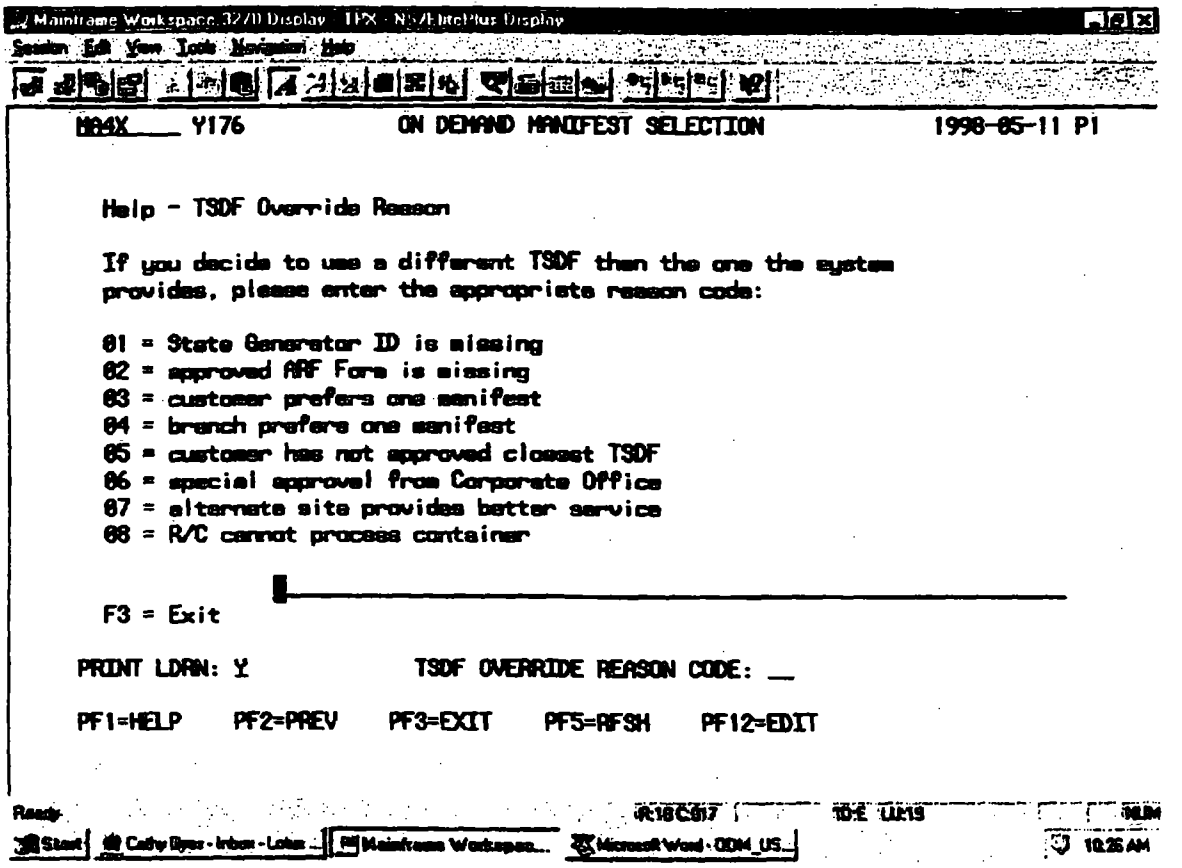
Screen Prints -- Continued



Screen Prints -- Continued



Screen Prints -- Continued



Corporate Waste Tracking On Call Schedule

Month of January, 2000

Renee Lane	Pager # 1-800-316-3544	E-mail Text: 3163544@Skytel.com
Rob Mohnacky	Pager # 1-888-659-7518	E-mail Text: 1670084@Pagemart.net
Jim Marchetti	Pager # 1-888-394-4524	E-mail Text: 3944524@Skytel.com
Terry Fletcher	Pager # 1-800-315-1572	E-mail Text: 3151572@Skytel.com

Week	Trainer
1/2/00 - 1/8/00	Jim Marchetti
1/9/00 - 1/15/00	Jim Marchetti
1/16/00 - 1/22/00	Renee Lane
1/23/00 - 1/29/00	Terry Fletcher

Trainers scheduled will cover the entire week. Page only 1 Trainer at a time. If no response within 15 minutes, page again. Please make at least 2 attempts before deviating from the schedule.

Note that Rob is NOT on Skytel, but Pagemart.

Ser Center
Trainer Contacts

Team Manager			Based In	Branch#	Home#	Pager#/ PIN	Voice Mail
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CWT TEAM							
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F.A.Q.'S

Purpose: To enable you to find answers to Frequently Asked Questions. If your question is not answered here then call your Support Team through the on call schedule.

Signing On and Off

1. ***Why can't I sign on to the mainframe? (3270)***
   There could be a number of reasons. First your password may have expired. If so then you need to choose a new one and key it in twice. Make it simple only change 1 or 2 characters and write it down.
   If you tried to sign on more than 4 times your security clearance could have been voided. If this is the case the only way to reactivate it would be to contact Kathryn Lazzera at the Elgin Support office.

2. ***When I try to sign on to the mainframe (3270) the screen remains blank and there are 2 lightening bolts at the bottom of the screen. What is going on here?***
   The system is not connecting properly. Wait a short time and then try again. If this continues to happen report it to your manager who may need to contact Elgin Support.

3. ***Why can't I sign on to (start) the RCWT system?***
   After choosing the icon from your START menu or double clicking on the icon on your desktop you must highlight your server name, site name, and click OK.
   Key in your RACF ID in both the USERID and PASSWORD areas and press ENTER.
   Remember the ENTER key for the client is the one next to the number pad on your keyboard.
   If you are still having problems it could be the same as #1.

4. ***Why can't I sign onto the hand-held RF scanner?***
   You need to have a connection with the radio base. Try another unit first to see if it is the unit. If you are still having problems connecting call CWT Support using the on call schedule.
   If you have a good connection then remember to key in your RACF ID in both the USERID and PASSWORD areas and press ENTER.

5. ***I can't sign off (stop) the RCWT system?***
   Remember that you must first go the START menu or your desktop and select the STOPRCWT icon. Once the screen loads then press ENTER.

If you are still having problems then press the ESC key. ESC is always the clear key for RCWT.
If you continue to have problems try rebooting your PC or contact Paul Gibson at the Elgin Support office.

6. ***I forgot what to do once I signed on to the handheld. What should I do?***
You can always go to the menus and find your way.
For the mainframe (3270) key in RM01 and press ENTER. Then choose #4 and press ENTER. Now you are in the CWT menus.
For the RCWT system key in RCWT and press ENTER. Now you are in the RCWT menus.
For the hand-held RF scanners if you are at an RCWT site you will automatically be brought into the menus. For a strictly CWT site key in HZAE or MENU and press ENTER to get into the menus.

Finding Container / Document Information

1. ***I can't find the load number or IOD number. What should I do?***
There are a number of options available for you to continue the logging process without having this information in front of you. Begin by going into screen HZAB (Container Search). Here you can research data on any type of container or document in order to find the information needed to complete your task. Once in this screen key in either the tracking number, manifest number, container number, etc. and press ENTER. The screen will scroll showing you all the containers associated with the selection criteria used. TAB down to the first container on screen and key in S to select detailed data on the container. The screen will scroll to the HZAS screen. In the upper right of the screen you will be able to find the load number.

2. ***What if the criteria used won't pull up any data?***
In that case you may have to go into another search screen. Try going into the RCWT client and go to screen WT0J. Here are similar selection criteria with a couple more added.
If the tracking number you are using is incorrect go into the MA56 screen on the Mainframe 3270 system. Here you key in the state document number, form and press ENTER It will return the tracking number associated to that document.
Try changing the LOCATION in the upper left of the HZAB screen. (Not the PRINT TO LOC). By doing this you will find the status of the containers and be able to make the best decision as how to proceed.

3. ***I forgot to write down the Outbound Manifest Tracking number. What should I do?***
Go into screen HZAY. There by keying in the load number you will be able to view all the tracking numbers associated with that load.

Labels

1. ***We don't have labels for the outbound containers. What should we do?***
Go to screen MA55 and print the labels for all the outbound containers on the load number to which they are attached. This is item 1 on this screen. See the screen how to for directions.

2. ***What if I only needed one label?***
   Use screen MA55 item 2. Here you will need to know the container number in order to print the label.

3. ***What if I don't know the container number?***
   Research the data using HZAB, WT0J, if possible scan a portion of the label in WTAN.

4. ***The entire load that came in has bad or invalid labels that we can't scan. What should we do?***
   Report the problem to you manager. The container numbers can be reprinted on labels for the entire load in screen MA55. Place the labels on the containers and continue scanning.

Error Messages

1. ***When I scan the labels I get the message, "Container Not Found". What should I do?***
   There are a number of reasons for this message. First scan other containers on the load. If they all don't scan then possibly the load has not been routed in yet.
   If others do scan then, mark or separate the container in a way that you will be able find it easily. Write down the container number, inbound manifest number, manifest tracking, sample number, approval number, container number off the label. Give this to your supervisor who can search for the problem on the pc's. Here they can find the container by going into any number of searches using screens HZAB, HZAS, MA4R, WT0J, WT0O. Once done the proper course of action will be taken to properly route in the drum.

2. ***What should I do when I get the message "LINE ITEM OUT OF BALLANCE FOR [SKDOT] [TRACKING #]?***
   If you see an SKDOT# and a tracking number it means that the manifest data does not match the container data in the computer. You need to check your actual documents and possibly your drum/s. Then compare that to the manifest data in MA4R, continuation sheet in MA7B and the container data in HZAB. If you have only a sales document you are shipping on check MA4L.

3. ***What should I do when I get the message "LINE ITEM OUT OF BALLANCE FOR [TRACKING #]"?***
   If you get just a tracking number it means that the proper manifest data information has not been completed. Check screens HZAY and/or MA4R for this information.

4. ***I get an error message that starts with "SQL". What should I do?***
   Report this immediately to your manager who will contact Elgin Support.

5. ***I get the message, " MANIFEST QUANTITY HAS A NEGATIVE VALUE."***
   This usually occurs when a manifest data has been completed in the Manifest Data Entry system (MA4R) and changes are being made at a container level in HZAT. If you are changing container quantities and these quantities add up to less than what is on the manifest then it will display the above message.

The way to solve this error is to make the manifest wrong by making the quantity much larger than it should be. Then make your changes at the container level. Once you finish go back and make the manifest correct.

6. ***I get a message that says, "Manifest created through staging must be printed before log out can occur."***
Upon staging a load the system gives you a tracking number. This number means that a manifest has been created by the On Demand system for your outbound load. This manifest tracking number is the one that must be used. You can not logout until this manifest is printed. Find the manifest in the RJE que and print it.
If you can not find it use the tracking number and go to screen MA4X . With the function set to 'I' type in the tracking number at the 'Request Number' field. Press enter. Look at the 'Process Time' field. If there is an 'H' there it means that manifest is on hold and needs to be released. Once released then print it.

7. ***In HZB2 I get the message, "SAMPLE/PROFILE NOT ACCEPTED FOR CORRESPONDING APPROVED FACILITY". What should I do?***
On every profile there is a listing of approved facilities. The facility that you are trying to place on the container is not on the profile. To correct this go to screen TS3Q. Here at the function type 'C', the control number and press ENTER. This will open the fields to enter data. At the Approved Facilities Loc# filed type in the location number for the facility you are shipping to.
If all Loc# fileds are filled in press F8 to go to the next screen. This will open more fields for you to enter this data.

8. ***In HZB2 I get the message, "ALL WASTE CODES ON CUSTOMER PREQ MUST BE INCLUDED ON OUTBOUND APPROVAL". What should I do?***
For every prequal/profile there are a set of waste codes. These waste codes must be a subset of the codes that are a part of the outbound approval. If 1 or more is missing you will get this message.
Go to screen TS42. Here key in the outbound approval and press ENTER. Review the information on screen and compare it to the profile as well as the information in TS3Q. If 1 or more waste codes is missing add them to the approval by using the change function, 'C'.

9. ***When staging a load in HZAM I get the message, "INVALID TO UNIT".***
There is an invalid unit of measure that was placed on a container when completing container data. Go to hand held screen WTAN. Key in the container number and correct the invalid unit of measure.

10. ***"TYPE REQUIRED INFORMATION" appears. What should I do?***
This occurs when you fail to complete a section that the system requires for entry. The field is usually highlighted. If you are using a handheld scanner it will move the cursor to the field that needs entry.

11. ***When scanning containers I get the message "SKDOT NOT VALID FOR CONTAINER.". What should I do?***

What this means is that the SKDOT associated to the container has not replicated itself to the client. The site coordinator, router or traffic clerk can pull this information down to the client by using screen WT04.

12. ***When the ILS prints the SKDOT section only has an 'N/A' printed there. What does that mean?***
    What this means is that the SKDOT associated to the container has not replicated itself to the client. The site coordinator, router or traffic clerk can pull this information down to the client by using screen WT04.

Glitches

1. ***What should I do if the scanner just shuts down?***
   Try changing the battery first. If that does not work then try another scanner. If that does not work report the problem to your manager.

2. ***I can't get the cursor to move on screen. What is going on?***
   You may have the 'stick man' problem. Look at the bottom left of the screen. If you see a stick man then press the left CONTROL key to remove the stick man. Then press the TAB key to move your cursor in the proper position. Now you should be ready to complete your task.

3. ***What does the 'CL' mean in the upper right hand corner of the scanner?***
   It means that the scanner is not communicating with the radio base. Move it or yourself to a different position and see if that works.
   If that doesn't work then try another scanner. If you are still having problems problems report it to your manager or Elgin Support.

4. ***How can I tell when the batteries are running down on the scanner?***
   In the upper right of the screen 3 plus signs, [+], appear as they begin to lose power. When you get down to the final one stop what you are doing and sign off. Then replace the battery and charge the one with low power.

Printing Documents and Labels

1. ***How come my print requests are not showing up?***
   If you are trying to print off the client (RCWT) then possibly your pc is not pointed to the correct printers. This can be corrected in screen WTBN.
   If you are trying to print off the mainframe then possibly your requests were not processed properly. Try resubmitting your requests. If you are still having difficulties report it to your manager and then Elgin Support.

2. ***How should I align drum labels in the printer?***
When placing the labels in the printer place the black/blue bordered line of the second label that is just below the perforated folds in line with the "Top Of Form" line on the printer. Press the STOP button and then the TOP OF FORM button. You are now ready to print.

3. ***How should I align sample labels in the printer?***
Place the perforated line between labels folds in line with the "Top Of Form" line on the printer. Press the STOP button and then the TOP OF FORM button. You are now ready to print.

4. ***How should I align paper in the printer?***
Place the perforated line between in line with the "Top Of Form" line on the printer. Press the STOP button and then the TOP OF FORM button. You are now ready to print.

5. ***How should I align documents in the AMT (manifest) printer?***
To align the manifest in the AMT printer, load the manifest onto the tractor feed and then press the form feed button. This will set the manifest into the proper position so that you can start printing.

Procedural

1. ***What if there are more containers on site than are showing on screen to log in?***
Follow site procedures in reporting this. Your manager will provide you with guidance as to how to proceed. If necessary you can log out the containers on a separate load or remove the log out of the other containers to add them to this load.

2. ***When routing in a drum the status says "LOGOUT STRTD". What should I do?***
This means that the site shipping you the waste has not completed the HZAM log out in order to put the waste INTRANSIT. Complete the log out by placing an L in the function and press ENTER. Key in the actual ship date and truck number and press ENTER. The status should now say PENDING. Press ENTER again for it to go INTRANSIT.

3. ***When I call up the load the status says STAGED. What should I do?***
Complete the log out by following the log out procedures.

4. ***When I call up the load the status says OPEN what should I do?***
If you are routing in the waste call the ship from site and find out what the problem is. If there is no problem have them immediately complete the log out or complete the log out process for them.
If you are routing out waste then complete the log out process.

FORMS

CWT
OUTBOUND LOAD
CHECKLIST

Contact trainer before working on Outbound Load.

This load is a **Complete** **Partial** CWT load.

1. **Create** a new outbound load number. LOAD#:_____
2. **Group** the containers of your choice to load number.
3. **Stage** load. IOD#:_____ MFST TRK#:_____

Manifest	Created	Printed
MCS (Continuation Sheet)	Created	Printed
LDR	Created	Printed
Load List (Pick List)	Created	Printed
MA55-Labels	Created	Printed
IVBR-Truck Load Summary	Created	Printed

4. Give Load List (Pick List) to warehouse.
5. **Log Out** containers
   Load Status "IN-TRANSIT" Yes No

Load Tracking Sheet

Which system will the Load be entered in? CWT WMS

If CWT - See Trainer before doing Load LOAD# _____

If WMS - proceed as instructed

CWT Checkoff List:	Manifest Tracking #??	Y	N
	SKDOT # Created	Y	N
	IOD or Load #??	Y	N
	Load Status - In-Transit??	Y	N
	Containers Logged In??	Y	N
	Documents Acknowledged??	Y	N
	Container Labels Printed??	Y	N
	Load Dropped to RCWT	Y	N
	Outbound Approvals Added	Y	N
	ILS Printed??	Y	N
	Sample Labels Printed??	Y	N

Router's Initials: _____

Give ILS to Lab along with Sample Labels.	Y	N
Give Container Labels to dock to place on drums.	Y	N

CRIP SHEET

Generator Name: _____ Customer#: _____

Load #: _____ (HZAM; HZAB) Service Doc #: _____

Tracking#: _____ (Manifest; HZAB) Manifest #: _____

Truck#: (SAFK=SK C)

SEARCH SCREENS					TS3I	TS3I	TS3I/TS3Q	TS3I/TS3Q	TS3I	TS3I		
LINE #	CONTAINERS				CONTROL#	SAMPLE#	PART#	SKDOT#	OUTBOUND		COMMENTS	MFST Pg#
	NO.	TYPE	WT./VOL.	UOM					FACILITY	APPROVAL		
1-a												
2-b												
3-c												
4-d												
5-a												
6-b												
7-c												
8-d												
9-e												
10-f												
11-g												
12-h												
13-I												
14-a												
15-b												
16-c												
17-d												
18-e												
19-f												
20-g												
21-h												
22-I												
Total												

Lab Packs: No Control# No Sample# Part#82101 Create SKDOT# in MA7H LOB=42